

TOWN OF

# FREDERICK

COLORADO

## 2007 Preliminary Budget

Celebrating 100 Years of History  
Centennial Year Budget



TOWN OF

# FREDERICK

COLORADO

## 2007 Preliminary Budget

### **Mayor**

Eric Doering

### **Board of Trustees**

Mayor Pro-Tem Sue Wedel; Tony Carey;  
Liberta Hattel; Joe Johnson; Mike Schiers; Jim Wollack

### **Budget Team**

Derek Todd, Town Administrator  
Marcia Lierman, Finance/HR Director  
Bryan Ostler, Assistant Finance/HR Director  
Jordan Eichen, Assistant to the Town Administrator

### **Department Heads**

Allen Conway, Public Works; Jordan Eichen,  
Administrative Services; Nanette Fornof, Town Clerk;  
Linda Glantz, Municipal Court; Jennifer Hoffman,  
Planning; Charlie Klarich, Special Projects; Dick Leffler,  
Engineering; Marcia Lierman, Finance and Human  
Resources; Todd Norris, Interim for Police

Delivered: October 12, 2006



# INTRODUCTION

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# TOWN OF FREDERICK

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October 12, 2006

Mayor Eric Doering and the  
Town of Frederick Board of Trustees

Attached herein is the Preliminary Budget for the 2007 funding year. It is truly a joy to work for the Town of Frederick! Many great things have been accomplished by this organization during this past year and I am looking forward to working with each of you and the staff as we approach the opportunities and challenges that await us in 2007.

Continuing with the tradition that we started last year, this year's budget document provides not only numeric data, but text and other graphic and aesthetic features that are intended to make this document more useful and usable to Trustees, staff, and the interested public. It is my hope that as we continue to improve the format of the budget document each year, residents will take the opportunity to gain a deeper understanding of our municipal operations.

## **Current Economic Climate**

The Town is currently in a very sound financial condition. However, this budget outlines a relatively conservative revenue and expenditure plan due to the recent slow-down in the rate of economic growth that Colorado and the nation is currently experiencing. It is our assumption that while this slow-down is likely only temporary for our area, it would be unwise to project the rate of one-time building revenues in the range that Frederick has been able to for the past few years.

## **Budget Preparation**

As with last year's Preliminary Budget document, the budget team in consultation with the Departments has prepared and analyzed the projected revenues and the expected expenditures. As should be expected, this document is balanced and could be adopted as presented. However, I encourage you to peruse and study its pages to (1) understand the justification for the funding recommendations and (2) ensure that the items being recommended for inclusion in the budget are in line with your

expectations according to the needs of the Town. As with any budget, there are many things that are desirable but not possible given the limited resources that are available. For this reason, if it is decided that a particular item should be added to this spending plan, it will be essential for an item of equal cost to be subtracted from the plan.

This document outlines projected revenues and expected expenditures for the Town's departmental operating fund, or "General Fund" as well as the 16 "Other Funds". The final section of this document contains the "Unfunded Department Requests". During the initial stages of the budget preparation period, Departments were encouraged to propose "Initiatives" that they felt could be accomplished during the 2007 budget year. After the revenues were refined, however, it was decided that it would not be possible to fund all of the proposed initiatives. So, while many if not all of the items in this section very useful and operationally sound, we were not able to fit them into the budget without reducing the fund balances to an inappropriate level. Because of the relative importance of these initiatives, it would be wise to consider them before pursuing other initiatives that were not proposed by the Departments.

### **Compensation Study, Job Audit, and Market Analysis**

During last year's budget discussions, staff has was directed to perform a market analysis of positions and classifications within the organization and to study options for revising the salary matrix and compensation plan for Town employees. Staff was also directed to study additional retirement and benefit options for Town employees in order to allow our organization to become more competitive in attracting and retaining employees. This study and analysis has been performed and funding is included within this budget to adjust all staff positions to market and to provide a system of slightly increased deferred compensation benefits.

In short, the funding levels within this budget allow all positions to be brought into compliance with their market ranges. While not all of the Town's positions were below market, many were in need of an upward shift. All of these shifts were done in light of the position job audits without favor to incumbents and in accordance with commonly accepted accounting and compensation management principles and will be explained at the budget study sessions.

As for benefits, the option for employees to contribute to a different 457 plan has been implemented and a proposal will come to the Board in connection with this budget to implement an increase in the Town's retirement contributions for employees' deferred compensation accounts so

that all employees are compensated at the same percentage of salary. This will also be discussed in greater detail at the study sessions.

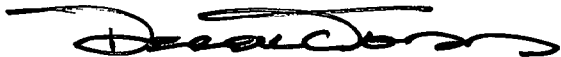
### **Budget in Brief**

The Operating Budget for 2007 as recommended in this document is \$4,752,132. While at this point in the year, we are only working with about 6 to 8 months of 2006 data to forecast our year end and 2007 revenues, we have conservatively estimated that we will end up next year with \$5,250,945. This includes the amount that would be added in from our 2005 year end fund balance. According to our estimates, we will end up the 2007 budget year with a year end fund balance of approximately \$498,813. This cushion of approximately one half of a million dollars should be adequate for the needs of the Town. If we follow the same pattern as last year, we will finish 2007 with substantially more than our conservative estimates have shown.

While our final assessed levy rate will not come from the County until the first week in December, our preliminary numbers show that Frederick's current year's gross total assessed value is \$113,134,660. This is up from the Town's previous year's assessed valuation of \$94,771,760.

The transmittal letter that will accompany the Final Budget document will be much more comprehensive and provide greater detail on year end numbers. I look forward to working with you over the next several weeks as we finalize this work. We have scheduled two 3-hour study sessions, one on October 19, and the second one on November 2. The intent is that the Final Budget will be adopted at the December 7 Town Board meeting. I will conclude by saying that this year's budget team has been a joy to work with and has made some very helpful improvements to this document that should assist all of us in performing our jobs more efficiently. The team is to be commended for their dedication to this important effort.

Respectfully Submitted,



Derek C. Todd  
Town Administrator

TOWN OF

# FREDERICK

COLORADO



## VISION

A dynamic picturesque community that offers diverse opportunities while respecting its heritage and planning for its future.

### Economic Development

- Primary employment
- Commercial growth
- Downtown development

### Comprehensive Planning

- Natural resources and infrastructure
- Public land acquisition
- Managed growth

## BUSINESS PLAN

## GOALS

2007-2012

### Regional Cooperation

- Transportation
- Working with other jurisdictions
- Annexation and growth areas

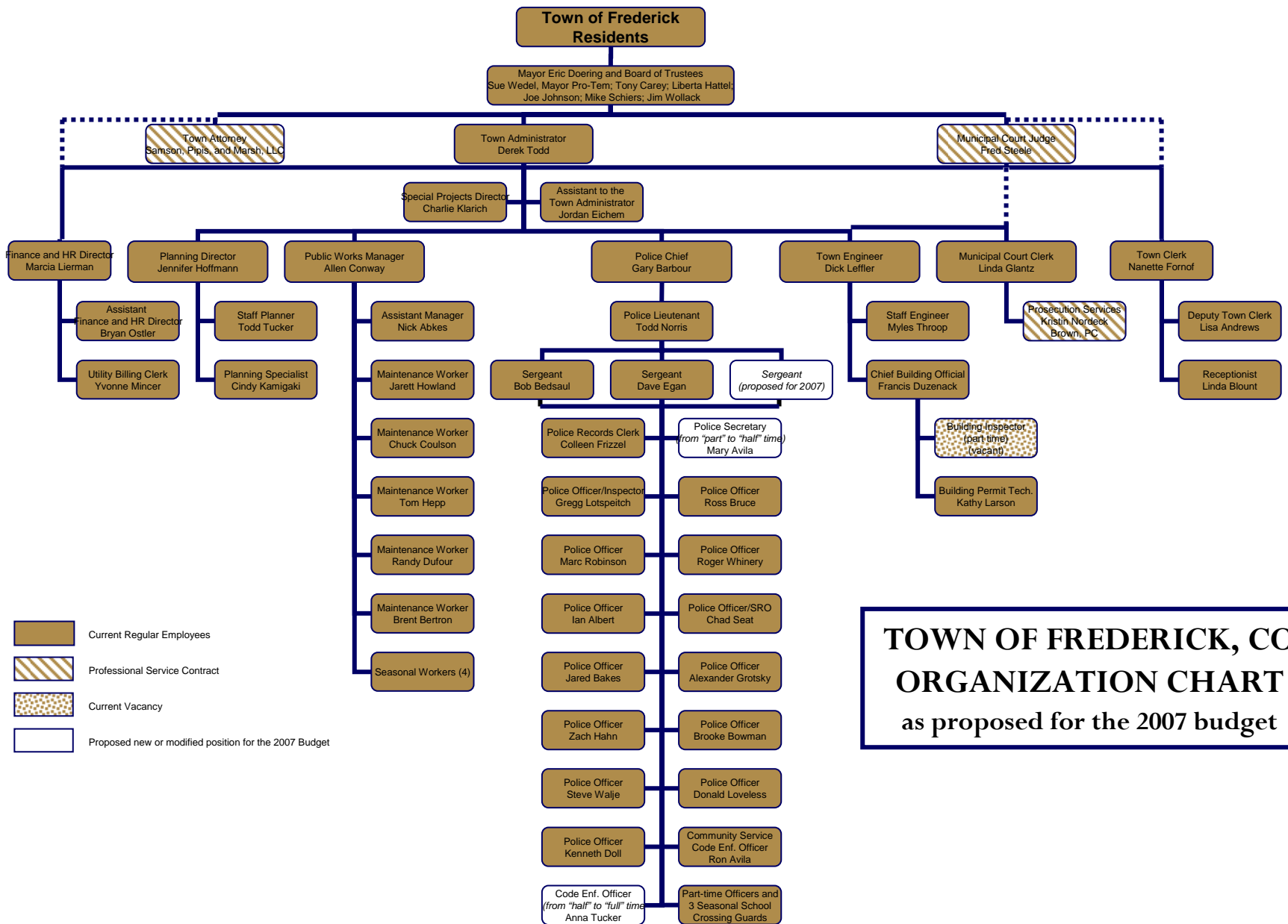
### Efficient and Effective Government Service

- Long-term facilities and staffing plan
- Quality customer service

### Quality of Life

- Recreational facilities
- Commitment to education
- Community minded
- Safety





# TOWN OF FREDERICK, CO ORGANIZATION CHART as proposed for the 2007 budget



# **PRIOR YEAR ACCOMPLISHMENTS**

## **Town of Frederick, Colorado 2007 Budget**

The following was created at the 2006 Annual Planning Retreat in August as part of a brainstorming exercise. It represents the combined thoughts of those present from among the Board of Trustees and the Department Directors. While it is not the intention of this list to be comprehensive or in any significant order, it provides a great view into many things that should be considered as we work to provide the municipal services described in this 2007 budget. This list also will assist us as we continue to plan for the future short- and long-term needs of the Town.

1. Finished improvements at Miner's Park and Coal Ridge Park
2. Installed new playgrounds at Crist Park, No Name Creek, and Summit View
3. Legacy Trail project out to bid, on track to be finished in 2006
4. Received Milavec Park restroom mini-grant
5. Large increase in data backup capacity
6. Merged Police building and Administrative building data servers
7. Standardized all users to Microsoft Exchange server
8. Website improvements; conversion to new software and visual format
9. Various other information technology upgrades either completed or in progress
10. Completed and adopted Comprehensive Plan update
11. ICMA-RC 457 retirement plan now offered as a second option to employees
12. Implementation of new building permit software in progress
13. North I-25 Environmental Impact Statement
14. Leyton Lateral piping installed, bridge and culvert at Weld County Road 18
15. Water supply planning in progress
16. Progress made on jurisdictional/annexation issues
17. Proper background check procedures implemented for new hires
18. Ordinance "cleanup" in progress
19. Implementation of formal records retention program
20. Improvements to Board meeting packets
21. Filing system improvements

22. Full-time Receptionist, full-time Deputy Town Clerk creating increased efficiency in front office work flow and Town Clerk and Finance operations
23. Streamlining of development submittal process
24. Implemented procedure for tracking of pre-applications
25. IGA processes begun with Fort Lupton, Longmont, and Erie
26. Board meeting packet information now available on website
27. Town received favorable another financial audit report
28. As a result of the WCR 13 project bonding process, the Town received a Standard and Poors bond rating of "A"
29. Bond election passed with 87% voter approval
30. Final closeout for Milavec "Fishing is Fun" grant completed
31. Tracking and scheduling calendar implemented at in Public Works Department
32. Formal adoption of Town of Frederick Board of Trustees and Advisory Commissions Policies and Protocol document
33. Electrical undergrounding projects
34. New health insurance plan implemented for employees
35. Implementation of Business Plan philosophy
36. Implementation of new format for budget document
37. Updated maps (comp plan; parks, trails, and open space; environmental constraints; annexations; existing and future developments; etc.)
38. Landmark lifestyle commercial center announced
39. Internal Town Hall remodel completed
40. Implementation of simplified internal Town Hall key system
41. Town Hall signage study completed
42. Bella Rosa Municipal Golf Course grand opening
43. Organizational professional management recognition from the International City and County Management Association
44. Successful 9 Health Fair event hosted in Frederick
45. Successful Relay for Life event hosted in Frederick
46. Golf course clubhouse/ community meeting space project underway
47. Centennial Advisory Committee organized
48. Arterial Naming Committee organized
49. Board Chambers audio-visual upgrades in process
50. Reformatted newsletter publication process
51. New 2006 staff positions (Assistant Finance/HR Director, Staff Planner, Planning Technician, Police Officers (2), Staff Engineer, Part-Time Inspector, Deputy Town Clerk, and Assistant to the Town Administrator)
52. New Public Works equipment purchased and being utilized efficiently (three work trucks, one-ton truck, mosquito control, plow equipment, etc.)
53. Implementation of vehicle fleet fuel program
54. Implementation of in-house mosquito control program

55. Board action tracking chart
56. Creation of event/meeting calendar for Trustees
57. Pavement management system development underway
58. Evaluated Weld County Juvenile Assessment Center
59. Replaced modems in police vehicles
60. Implemented LaserFiche document storage, management, and retrieval system
61. Digital recording solution development underway (as part of Board Chambers AV upgrades)
62. Joint meetings with neighboring jurisdictions
63. Joint meetings with advisory commissions
64. Closed out grants for Comp Plan and Miner's Park Phase 2
65. Salary survey and job audit in completed for all positions
66. Purchased the Town's first "plotter" – a large format printer
67. Comprehensive Plan is now available on the website
68. Participated in Weld County MUD study
69. Un-built units report created
70. Land Use Code – converted to in-house and made more user friendly on the website
71. Began updating Land Use Code
72. Community handout data created and refined for public information
73. Increased Police Department efficiency and work production by streamlining operations including: elimination of DFAR's, improvements in report writing and approval processes
74. Restructured and formalized the hiring process for new personnel in Police Department, bringing it into alignment with Human Resources Department standards
75. Increased safety of Police Departmental personnel by requiring safety equipment such as traffic safety vests and required ballistic vests during training
76. Redesigned and structured the Police Officer Field Training Program to insure new personnel receive adequate training
77. Redesigned Police shifts to increase coverage and limit training time expenditures
78. Developed training and resources for Federal and State legal updates for Police Officers
79. Developed professional resources and networks such as International Chiefs of Police organizations in order to remain current on recent trends
80. Improved Police Department relationships with surrounding agencies, including monthly meetings to work on current issues
81. Began the Police NIBRS reporting process in order to meet Federal regulations
82. Completed NIMS (National Incident Management System) training to meet Federal requirements
83. Assigned and began training a Police Officer as an Evidence and Crime Scene Technician

84. Assigned and began training a Police Officer in gang-related activities
85. Increased participation in community Police projects, including Fishing Clinic, Bike Rodeo, Student Police Academy, self defense programs, and fraud awareness classes for senior citizens
86. Improved service by increasing coverage at the Police building front desk during lunch hours
87. Increased DUI enforcement by participating in the DUI Leaf Grant program
88. Increase number of Neighborhood Watch Programs; attended HOA meetings
89. Organized and developed an inventory tracking system for Police Department equipment
90. Designed procedures for tracking purchase orders for Police Department to increase information on budget status
91. Created process to track and follow the Model Municipal Records Retention Schedule
92. Completed job description and training program for Police Clerk position
93. Completed processing and review for Police records document management program
94. Completed process for Colorado Emergency Resource Inventory Report (ROSS COMPLIANCE) requirements
95. Updated traffic accident reporting system to comply with State requirements
96. Enabled GPS in all Police patrol vehicles to increase officer safety
97. Created fair and consistent employee discipline procedures to conform to Town of Frederick Personnel Policy and Procedures Manual
98. Standardized protocol for non-commissioned personnel, such as identification cards and permits, assuring compliance with current Colorado State Statutes
99. Formalized equipment purchasing standards within the Police Department to ensure conformity and consistency in Department-issued/purchased equipment
100. Redesigned access practices for non-employees to Police building to ensure safety
101. Implemented new procedures for tracking Police calls/incident reports
102. Completed/updated the "Notice of Peace Officer Appointment/Separation" to Colorado Peace Officers Standards and Training board
103. Implemented traditional Police dress uniform criteria
104. Implementation of additional Budget management practices within Departments
105. Better utilization of meetings
106. Department responsibilities better defined (increased accountability)
107. Board packets/work flow
108. Commercial growth
109. Customer service – equal treatment
110. Metro district policy
111. Financial reporting improvements

112. Maps, GIS, Presentation
113. In-house Planning Dept.
114. Professional staff assigned to Commissions providing effective management and better access to information
115. In-house engineering department development
116. Street and water planning and inventory
117. Spring clean-up day
118. Public Works maintenance schedule going well
119. Continued support of community groups and functions
120. Various solutions to community issues
121. Open and accessible Board meetings
122. Beautification (turf areas, signage, drainage lines, etc.)
123. Implementation of "Adopt-a-Place" program
124. Implementation of updated Graffiti clean-up procedures and ordinances
125. Improved effectiveness of internal staff meetings
126. Improved internal communication through one-on-one department meetings with Administrator
127. Successful Police Chief recruitment
128. PUD/zoning clean up in process
129. Successful competitive bidding practices implemented
130. Board meeting organizational documents and protocol
131. Board meeting packet process improvements
132. Implementation of IT plan and management
133. Improved accessibility of staff (Board to staff and staff to staff)
134. Improved community relations events and other efforts to communicate with residents
135. Effective legal assistance

# EMERGING ISSUES

## Town of Frederick, Colorado 2007 Budget

The following was created at the 2006 Annual Planning Retreat as part of a brainstorming exercise. It represents the combined thoughts of those present from among the Board of Trustees and the Department Directors. This list is not intended to be comprehensive or in any significant order. Additionally, its presence in this document is not meant to imply that all of the emerging issues are solved or addressed by the 2007 Annual Budget. However, this list does provide a great view into many things that should be considered as we work to provide the municipal services described in this Budget Document. This list also will assist us as we continue to plan for the future short- and long-term needs of the Town.

- |   |   |
|---|---|
| 1. Downtown revitalization  | various financial policies;   |
| 2. Additional improvements to Crist Park  | various personnel policy enhancements; etc.)  |
| 3. Trail connectivity   | 12. Marketing of the Town's positive image to its citizens                                  |
| 4. Community connectivity east and west of I-25   | 13. Establishment of drainage utility   |
| 5. Connectivity east and west of WCR 13/Colorado Boulevard  | 14. Implementation of comprehensive salary survey and job audit                             |
| 6. Re-establishment of Farmers' Market  | 15. Future water supply   |
| 7. Televising and/or video recording of Board meetings  | 16. Correcting certain aspects of personnel policies to conform with insurance requirements |
| 8. Staffing plan  | 17. Electric substation undergrounding  |
| 9. Facilities plan  | 18. Municipal code and land use code "fixes" and updates                                    |
| 10. Final transition to networked printers  | 19. Weld County M.U.D. follow-up  |
| 11. Creation, formalization, and final implementation of various internal/administrative policies (e.g. computer replacement; computer usage; travel and training; vehicle usage; right-of-way, public space, and parks usage for community and other special events; | 20. Parks, trails, open space and public land acquisition plan                              |
|   | 21. Public records request policy   |
|   | 22. Water line mapping  |
|   | 23. Milavec Lake facilities plan  |
|   | 24. Title work on Police building lot   |

25. Aspen Drive detention pond
26. Town-owned and maintained open space
27. Communication with residents
28. Crime analysis
29. Community identification/ visual identification program (e.g. signage, print materials, etc.)
30. Municipal Code updates
31. Ordinance updates
32. Gateway improvements
33. Kinder Morgan building (short- and long-term)
34. DRCOG/MPO issue
35. Ambulance bldg.
36. Municipal campus plan
37. Phone system
38. future staffing for IT functions
39. "Marketing" of Miners Park
40. Impacts of Wyndham Hill and Landmark developments
41. Streets/alley maintenance plan
42. Other maintenance plans
43. Single source solid waste collection
44. Zip Code consolidation
45. Recreation facilities (baseball fields, soccer fields); partnerships with Recreation District
46. Home builder signs
47. General signage issues/sign code upgrades
48. Code enforcement
49. Pro-active measures for insurance retention
50. Comprehensive plan for arterials and other roadways
51. Transportation master plan
52. Online payments
53. Acceptance of credit cards
54. Future community center
55. Senior center plan
56. In-house street lighting maintenance
57. Central Weld Water Conservancy District metering issues
58. Bella Rosa club house community meeting facility
59. Continued professional development of staff
60. CR 18/CR 13 SW corner property development
61. Community awareness; access to information
62. Rate of growth
63. Financial capabilities to take care of growth
64. Development paying for development
65. Continued focus on long-term Capital Improvement Program
66. Peaks and valleys in development
67. Financial policies (i.e. fund balance)
68. Competition and relationships with other communities (i.e. revenue sharing)
69. Framework of incentives to attract businesses of all sizes
70. Buffers between incompatible zones
71. Community identity: what do we want to be known as? How do we want to viewed long term?
72. Sustainable revenue sources
73. What type of primary employers should Frederick be seeking to attract? (i.e. Healthcare, Bio-tech, Services, Telecommunications, Information Technology, etc.)
74. Attraction of wide variety (size, industry, etc.) of primary employers
75. Diversification of businesses
76. Land for schools
77. Developers building schools

- 78. Priority list of community needs, including parks, schools, ball fields, meeting and recreation facilities, etc.
- 79. Partnerships with other districts and agencies
- 80. Reinforced relationship with St. Vrain Valley School District
- 81. Soft infrastructure planning (i.e. internet hot spots, etc.)
- 82. Emergency plan updates
- 83. Gearing marketing efforts towards what developers and primary employers seek in building and/or relocating business
- 84. Welcoming community
- 85. Grant utilization
- 86. Curb and sidewalk upgrades/ replacements (associated fees)



# General Information and Budget Charts

## Town of Frederick, Colorado 2007 Budget

The following data and visuals are meant to provide the reader with a more full understanding of the Town of Frederick and the facts and parameters surrounding the preparation of the Preliminary Budget.

### General Information

**Date of Incorporation:**

December 26, 1907

**Type of Government:** Statutory Town

**Town Employees (all categories):** 50

**Location:**

27 miles north of Downtown Denver

**Land area:** 13 sq. miles (annexed),  
26 sq. miles (planning area)

**Population:** 2,467 (2000 census),  
7,800 (current, estimated)

**Avg. household size:** 2.9

**Avg. annual growth rate**

**over the last 5 years:** 16%

**Projected population, 2015:** 40,000

**Projected population, 2035:** 80,000

**Registered voters:** 3,508

**2007 Assessed Valuation (estimated):**

\$113,134,660

**2007 Property Tax Levy (local):** 8.315

**2007 Sales Tax Rates:**

**Local:** 2.5% (0.5% for open space)

**State:** 2.9%

**Total:** 5.4%

**Utilities**

**Water customers:** 3,000 (approx.)

**Electric customers:** 3,555

**Police Protection**

**Commissioned Police personnel:** 19

**Non-commissioned:** 4

**Total number of Police personnel:** 23

**Calls for service**

**2005 (Jan.-July):** 3,550

**2006 (Jan.-July):** 4,906

**Parks and Recreation****Number of developed**

**park/open space areas:** 15

**Major Facilities:**

Bella Rosa Municipal Golf Course

Miners Park

Crist Park

Milavec Park

Milavec Lake

St. Vrain Legacy Trail

**Primary Employers****Employees**

Alpine Lumber Company 460

St. Vrain School District 350

Delphi Corporation 230

Complete Production Services 160

Star Precision, LLC 105

TSN 93

Carbon Valley Recreation Dist. 90

Metal Sales Manufacturing Corp. 69

Ideal Fencing Corporation 65

Meadowlark Optics 55

Town of Frederick (all categories) 50

High Country Harley Davidson 48

Stevinson Lexus of Frederick 47

UQM Power Products 41

Central Mechanical, Inc. 33

Carbon Valley Farmer and Miner 30

Creative Years Children's Center 28

Falcon Pump and Supply Co. 27

Empire Warehouse, Inc. 25

Armadillo Fencing Corporation 23

Colorado Machinery, LLC 23

Salud Family Health Centers 23

Front Range Tooling, Inc. 21

SNS Iron Works, Inc. 20

## Budget Charts

Chart 1: Town of Frederick Assessed Valuation

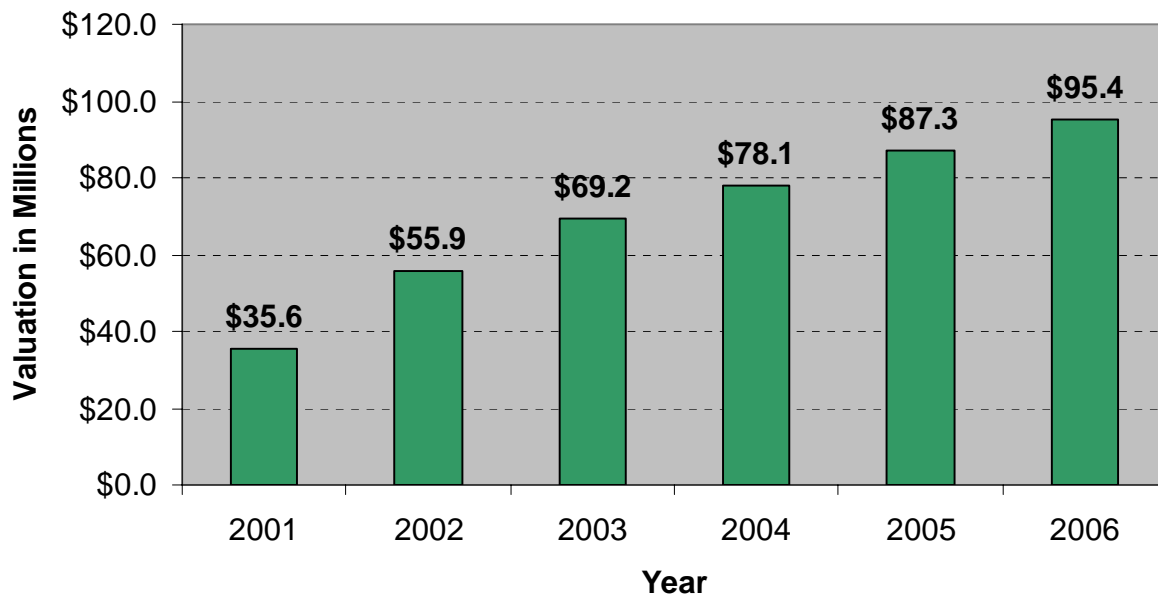
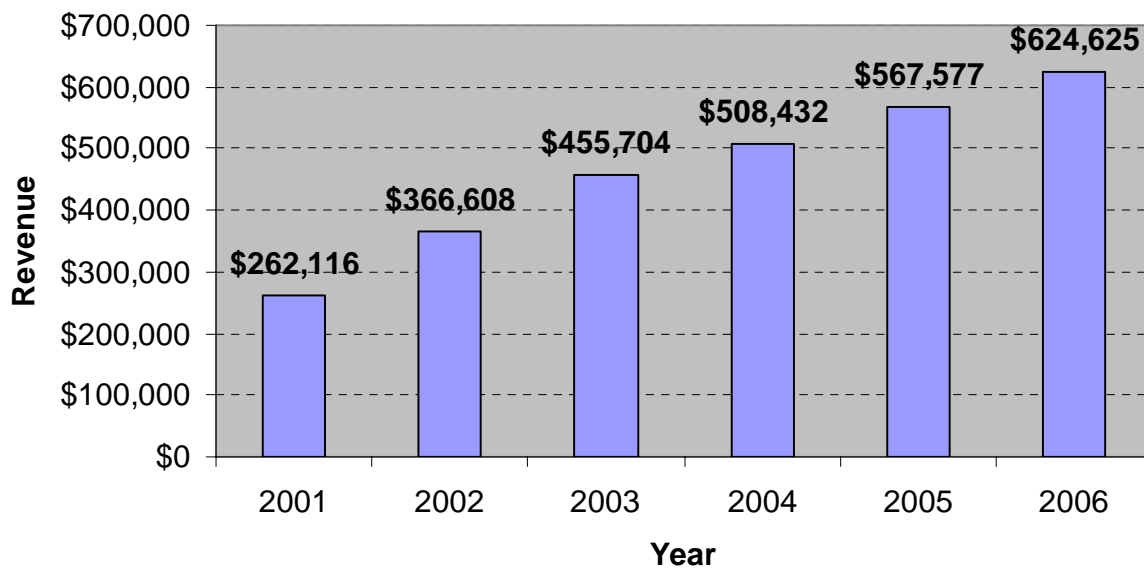
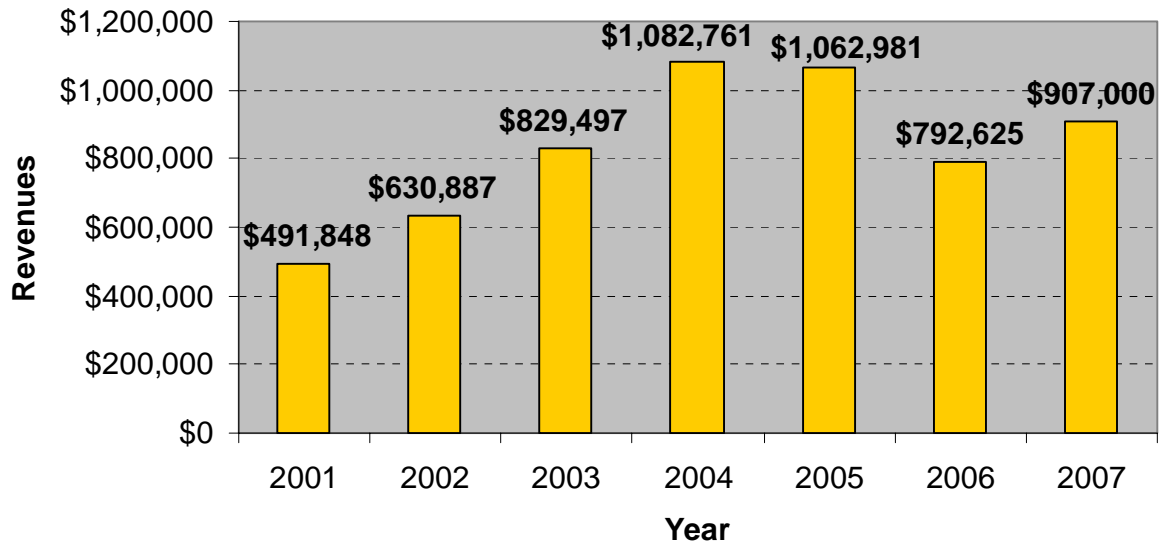


Chart 2: Town of Frederick Property Tax Collections

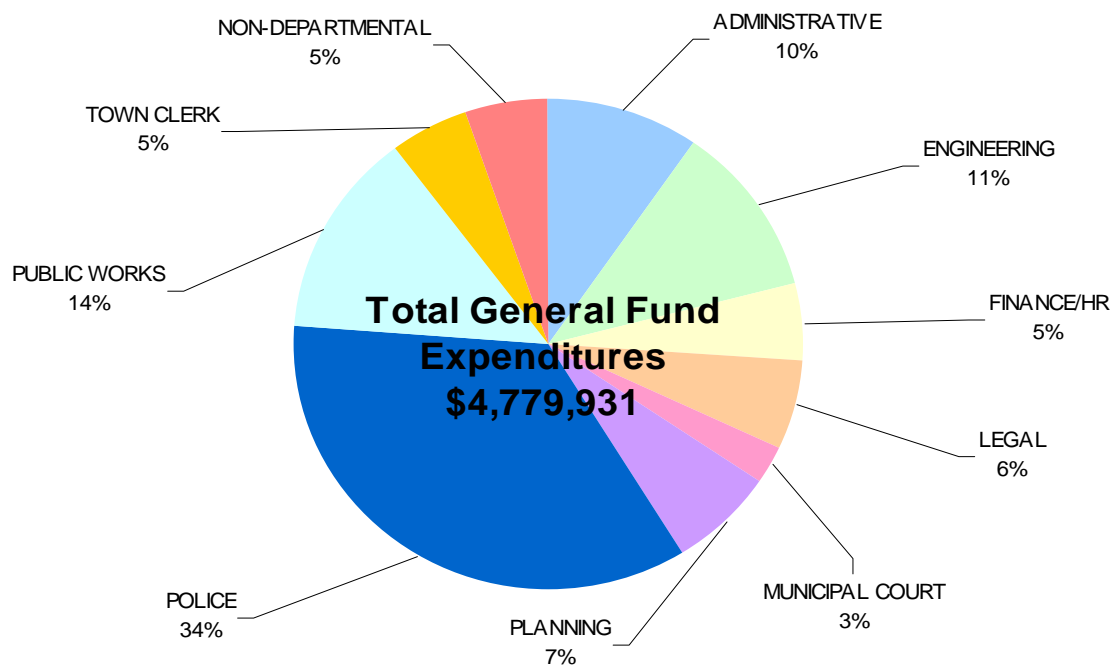


## Budget Charts (continued)

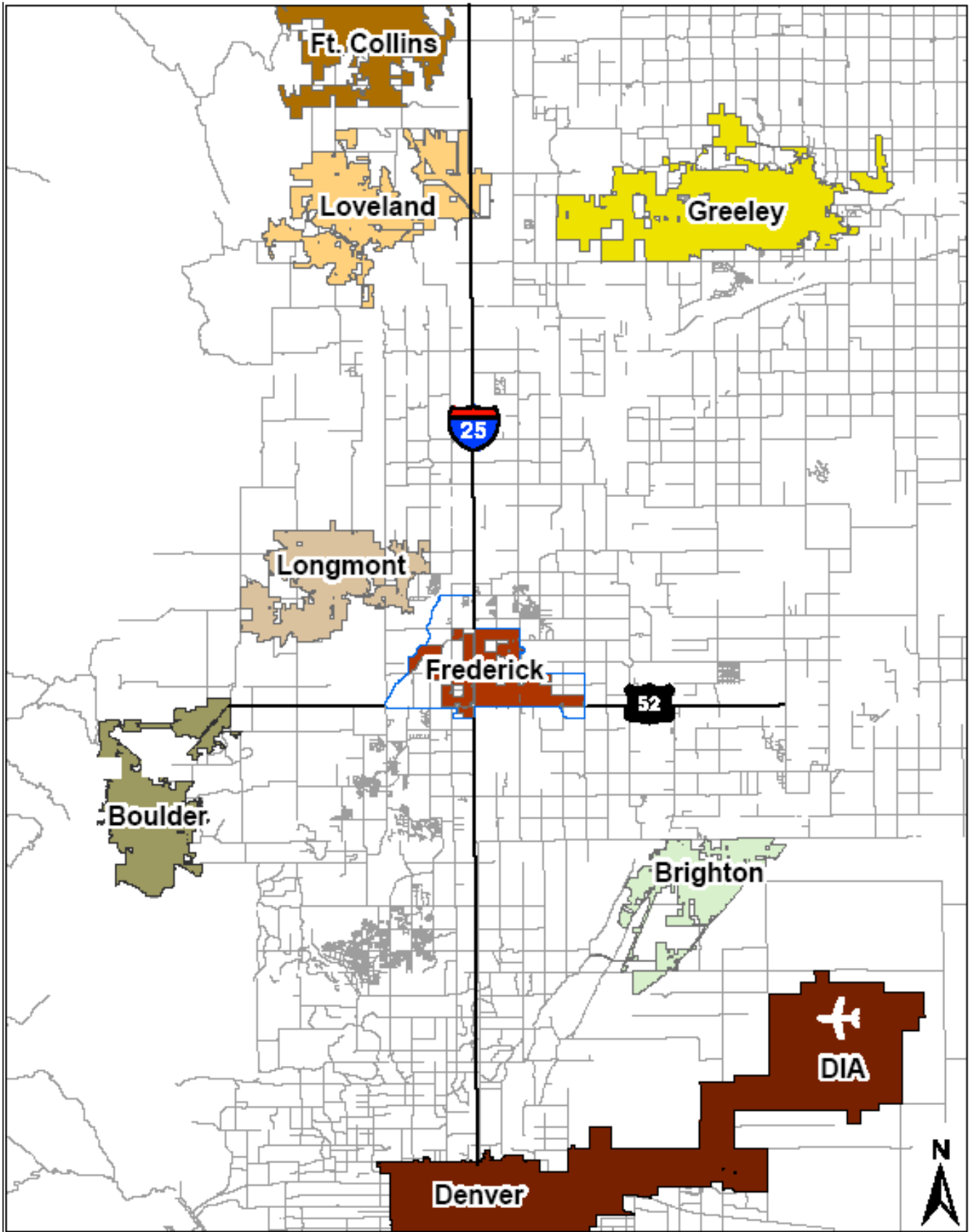
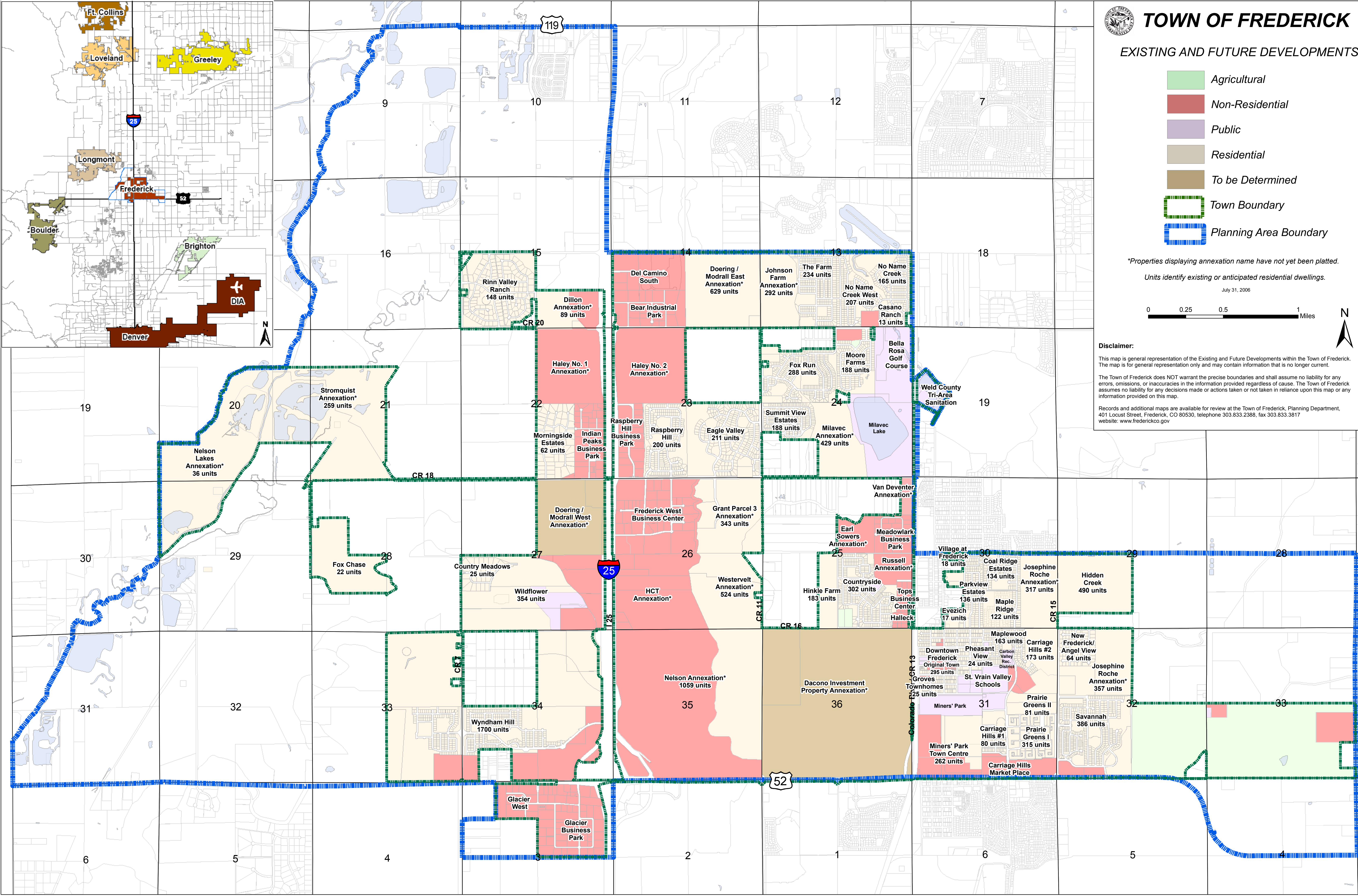
**Chart 3: Town of Frederick Sales Tax Collections**



**Chart 4: Budgeted General Fund Expenditures by Department**







# TOWN OF FREDERICK

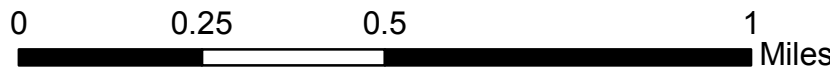
## EXISTING AND FUTURE DEVELOPMENTS

- Agricultural
- Non-Residential
- Public
- Residential
- To be Determined
- Town Boundary
- Planning Area Boundary

*\*Properties displaying annexation name have not yet been platted.*

*Units identify existing or anticipated residential dwellings.*

July 31, 2006



### Disclaimer:

This map is general representation of the Existing and Future Developments within the Town of Frederick. The map is for general representation only and may contain information that is no longer current.

The Town of Frederick does NOT warrant the precise boundaries and shall assume no liability for any errors, omissions, or inaccuracies in the information provided regardless of cause. The Town of Frederick assumes no liability for any decisions made or actions taken or not taken in reliance upon this map or any information provided on this map.

Records and additional maps are available for review at the Town of Frederick, Planning Department, 401 Locust Street, Frederick, CO 80530, telephone 303.833.2388, fax 303.833.3817 website: [www.frederickco.gov](http://www.frederickco.gov)



# OPERATING BUDGET

The Operating Budget contains mainly general fund items that are utilized in the day to day operation of the Town government. This section contains a page on total General Fund Revenues and a page on total General Fund Expenditures as well as sub-sections for each of the ten Departments listed below. Each sub-section includes an organization chart and brief overview of the Department followed by a "Department Funding" spreadsheet detailing the general fund expenditures managed by that Department. The final part of each sub-section is labeled "Department Initiatives for 2007" and details those new funding items for the 2007 Budget year. The General Fund revenues utilized within the Operating Budget come in the form of sales tax, property tax, permits, fines, franchise agreements, licenses, and transfers from other funds.

Total General Fund Revenues . . . . .	1
Total General Fund Expenditures . . . . .	2
Administrative Services . . . . .	3-7
Engineering . . . . .	8-10
Finance/Human Resources . . . . .	11-13
Legal . . . . .	14-15
Municipal Court . . . . .	16-17
Planning . . . . .	18-20
Police . . . . .	21-24
Public Works . . . . .	25-27
Town Clerk . . . . .	28-29
Non-Departmental . . . . .	30-31



## OPERATING BUDGET – GENERAL FUND REVENUES

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
BEGINNING BALANCE	985,945	1,157,923	1,243,800	1,297,347	12.04%
PROPERTY TAX	567,577	625,433	624,625	741,598	18.57%
SALES TAX - STATE	614,202	625,000	670,000	725,000	16.00%
SALES TAX - BLDG	773,806	808,000	960,000	650,000	* -19.55%
TOBACCO TAX	13,536	12,000	15,000	16,000	33.33%
OCCUPATIONAL-PHONE	900	900	900	900	0.00%
FRANCHISE - GAS	91,796	80,000	105,000	115,000	43.75%
FRANCHISE - CABLE	20,857	20,000	26,000	28,500	42.50%
BUSINESS LICENSE	25,879	20,000	26,500	27,000	35.00%
DISCOUNTS	632	700	300	0	** -100.00%
LIQUOR LICENSE	1,492	1,500	1,500	1,500	0.00%
ANIMAL CONTROL	2,719	3,500	3,500	3,500	0.00%
ZONING & SUBDIVISION	380,749	300,000	350,000	350,000	16.67%
BUILDING PERMITS	572,056	590,000	510,000	470,000	* -20.34%
PLAN REVIEW	279,632	298,000	280,000	240,000	* -19.46%
ELECTRICAL PERMITS	68,086	70,700	102,000	60,000	* -15.13%
WELL INSPECTION	0	0	0	0	0.00%
LAKE PERMITS	1,388	2,000	1,350	1,500	-25.00%
GOLF FEES	158	5,000	8,200	22,000	*** 340.00%
COURT FINES	76,165	90,000	81,500	87,200	-3.11%
COURT EDUCATION	1,825	2,150	1,800	1,925	-10.47%
COURT COSTS	1,825	2,150	1,800	1,925	-10.47%
JAIL FEES	2,806	3,315	2,900	3,100	-6.49%
STAY FEES	1,310	1,685	800	850	-49.55%
INTERPRETER FEES	705	935	550	600	-35.83%
COMMUNITY SERVICE	2,410	2,925	2,400	2,550	-12.82%
GAS TAX REFUND	6,052	7,000	6,000	0	**** -100.00%
INTEREST	30,296	35,000	55,000	56,250	60.71%
INTEREST-COUNTY	24	2,000	500	500	-75.00%
RENT	4,950	5,400	4,275	4,200	-22.22%
MISCELLANEOUS	5,553	5,000	3,000	5,000	0.00%
INSURANCE PROCEEDS	38,528	0	0	0	0.00%
VIN/FINGERPRINTS	2,120	2,000	1,900	2,000	0.00%
GRANT	27,659	5,000	5,700	5,000	0.00%
REIMBURSED	17,865	30,000	30,000	40,000	33.33%
DONATIONS	3,150	15,000	5,000	5,000	-66.67%
TRANS - ST & ALLEY	15,000	15,000	15,000	15,000	0.00%
TRANS - WATER	110,000	110,000	110,000	110,000	0.00%
TRANS - ELECTRIC	100,750	100,750	100,750	160,000	***** 58.81%
TOTAL REVENUE	3,864,458	3,898,043	4,113,750	3,953,598	1.43%
<b>REV &amp; BEGINNING BAL</b>	<b>4,850,403</b>	<b>5,055,966</b>	<b>5,357,550</b>	<b>5,250,945</b>	<b>3.86%</b>

\* All building permit fees are budgeted to decline in 2007

\*\* Discounts are no longer available for gasoline

\*\*\* Increase due to increase in usage of course and number of month's course will be open

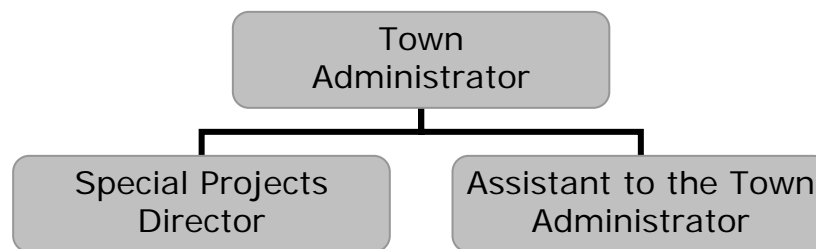
\*\*\*\* Gas tax is no longer paid at time of purchase so refunds are not necessary

\*\*\*\*\* Transfer from Electric is 3% of electric revenues. Franchise agreement would equal 3%

## OPERATING BUDGET – GENERAL FUND EXPENDITURES

	<u>2005 ACTUAL</u>	<u>2006 BUDGET</u>	<u>2006 ESTIMATE</u>	<u>2007 BUDGET</u>	%
BEGINNING BALANCE	985,945	1,157,923	1,243,800	1,297,347	
TOTAL REVENUES	3,864,458	3,898,043	4,113,750	3,953,598	
ADMINISTRATIVE	260,474	469,784	441,565	465,335	9.74%
ENGINEERING	419,273	391,521	464,170	540,245	11.30%
FINANCE/HR	144,545	213,140	173,480	237,790	4.97%
LEGAL	185,163	200,000	285,000	280,000	5.86%
MUNICIPAL COURT	86,998	130,345	116,422	128,000	2.68%
PLANNING	260,260	273,060	246,323	317,460	6.64%
POLICE	1,275,425	1,458,265	1,391,555	1,667,727	34.89%
PUBLIC WORKS	465,371	626,441	553,075	652,402	13.65%
TOWN CLERK	159,062	211,213	187,885	233,810	4.89%
NON- DEPARTMENTAL	226,492	187,430	200,728	257,162	5.38%
 <b>TOTAL ALL EXPENDITURES</b>	 <b>3,483,063</b>	 <b>4,161,199</b>	 <b>4,060,203</b>	 <b>4,779,931</b>	
 RECONCILING	 123,540				
<b>ENDING BALANCE</b>	<b>1,243,800</b>	<b>894,767</b>	<b>1,297,347</b>	<b>471,014</b>	

# ADMINISTRATIVE SERVICES DEPARTMENT



The Administrative Services Department contains the Town Administrator, the Special Projects Director, and the Assistant to the Town Administrator. Executive funding for the Mayor's position and various associated expenses are also included within this Department. While the Town Administrator is charged with the overall management of Town operations through the ten departments, the other two positions manage many of the capital improvement projects for the Town such as the development of park properties. Additionally, the Special Projects Director oversees various energy issues for the Town. The Assistant to the Town Administrator position manages functions such as information technology (including all wired telephone systems and business office machines), public relations, and grant applications. See the following pages for additional information on the Administrative Services Department.





# DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	183,784	192,049	189,650	162,475	-15.40%
SIMPLE IRA	3,147	5,760	5,690	6,305	9.46%
HEALTH/LIFE INS	23,350	33,120	25,000	26,600	-19.69%
WORKERS COMP	850	700	760	625	-10.71%
FICA	11,587	12,205	12,055	10,075	-17.45%
MEDICARE	2,710	2,855	2,820	2,355	-17.51%
SUPPLIES	168	500	100	500	0.00%
SMALL EQUIPMENT	3,916	1,000	0	1,000	0.00%
COMPUTER MAINT	195	0	0	0	0.00%
COMMUNITY RELATIONS	3,329	30,000	15,000	25,000	-16.67%
DUES	1,567	2,000	1,500	2,000	0.00%
TRAINING	2,601	6,000	6,000	6,000	0.00%
MINER'S DAY	0	0	0	5,000	* 100.00%
COMMISSIONS	0	0	0	6,000	* 100.00%
CENTENNIAL	0	10,000	10,000	30,000	200.00%
OTHER	9,722	0	0	0	0.00%
AUTO/CELL EXPENSE	5,348	5,500	6,500	5,700	3.64%
TOTAL	252,274	301,689	275,075	289,635	-4.00%
<b>IT SERVICES</b>					
COMPUTER MAINT	0	27,000	28,700	34,000	25.93%
EQPT REPLACEMENT SERVER	0	5,000	5,000	42,000	** 740.00%
DISCS/BACKUP	0	20,000	20,000	500	-97.50%
MISC EQPT	0	18,500	18,500	12,000	-35.14%
MERGE PD & ADMIN	0	22,000	24,650	0	-100.00%
SOFTWARE	0	6,500	6,500	7,500	15.38%
NETWORK SERVICE	0	4,400	1,300	2,500	-43.18%
TRAINING	0	1,560	500	1,560	0.00%
PHONE	0	32,500	20,000	25,000	-23.08%
PHONE SYSTEM MAINT	0	2,000	1,500	2,500	25.00%
COPY MACHINES	0	6,200	8,800	8,500	37.10%
CREDIT CARD PROGRAM	0	0	0	5,000	* 100.00%
WEBSITE	0	10,000	20,000	2,500	-75.00%
C/O - PHONE SYSTEM	0	0	0	20,000	* 100.00%
TOTAL	0	155,660	155,450	163,560	5.08%
<b>EXECUTIVE</b>					
MAYOR	3,600	3,600	3,600	3,600	0.00%
WORKERS COMP	65	60	65	65	8.33%
FICA	223	225	225	225	0.00%
MEDICARE	52	50	50	50	0.00%
SUPPLIES	45	500	100	200	-60.00%
EXECUTIVE BOARDS	3,145	6,000	5,000	6,000	0.00%
TRAINING/MILEAGE	1,070	2,000	2,000	2,000	0.00%
TOTAL	8,200	12,435	11,040	12,140	-2.37%
<b>TOTAL EXPENDITURES</b>	<b>260,474</b>	<b>469,784</b>	<b>441,565</b>	<b>465,335</b>	<b>-0.95%</b>

\* New line item

\*\* Replace outdated equipment

## DEPARTMENT INITIATIVES FOR 2007

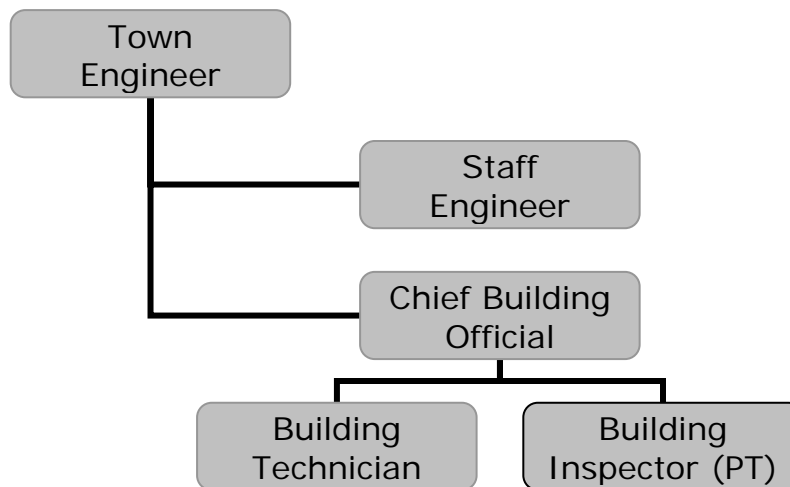
1. Phone System Upgrade (\$20,000, on-going – General Fund). The organization's growth has made the Town's phone system inadequate. Complaints of busy signals when trying to reach Town Hall have increased sharply over the past year. Having only four phone lines to serve approximately 18 employees and a fax line is simply not enough. Also, cohesiveness and ease of use will increase once all staffed Town facilities (Town Hall, Police Department, and Public Works shop) are connected and can be reached through four-digit dialing. The Town will be able to provide better customer service and more immediate response to the needs of citizens, employees, Trustees, etc.
2. Replacement of Outdated Computer Hardware (\$42,000, one-time and some on-going maintenance cost - General Fund). As the Town's computer hardware ages, it is best to be proactive in order to minimize the chance of computer hardware failure or major malfunction due to age. Also, these purchases can be spaced, time-wise, according to the immediacy of need. This initiative includes funding for other office machines, which may include a new copier, replacement printers, etc. Additionally, the replacement of dated computer equipment on a regular basis will reduce the amount of funding needed to pay for repairs later. The Town will be certain that its employees are using up-to-date and properly functioning equipment. The funding for this initiative will include all departments that currently have outdated computer hardware.
3. Parks Commission Recommendation- Construction of New Trails and Trail Connections (\$150,000, one-time and some on-going – Park Improvement Fund). The Parks and Open Space Commission have identified trail connectivity as its top priority. By completing these trail connections, major trails within the Town (i.e. the Legacy Trail) will be connected to various subdivisions, and residents will have alternative, safe routes to utilize in order to reach different parts of the Town (i.e. Downtown, soccer fields in Countryside subdivision, etc). The Town will gain connectivity in its trails system, thereby making the entire system more useful and user-friendly.
4. Contracting for Parks and Open Space Needs and Acquisition Plan (\$50,000, one-time -Open Space Acquisition Fund). An interest has been expressed in commissioning the performance of a professional land acquisition study. A completed study will enable the Town to make the most advantageous use of open space acquisition funding. The Town currently has a fairly sizable amount of money in the Open Space Acquisition Fund, and with the .5% sales tax adding to it every year, this fund will continue to provide the Town with opportunities to buy open space for parks, trails, etc.

Once this study is completed, the Board of Trustees will be able to make well informed decisions as to how to spend that money for years to come. This study will also complement the Town's parks and open space master plan once it is completed.

5. Centennial Celebration Funding (\$30,000, one-time – General Fund). The Town of Frederick will celebrate its 100<sup>th</sup> birthday in 2007. The Centennial Advisory Committee is already hard at work planning activities to commemorate the occasion. \$10,000 was budgeted as seed money in 2006, and more funding will be needed to ensure that the Town will be able to afford all desired activities in 2007. Suggestions from the Centennial Advisory Committee include a kick-off event, a "birthday party" (festival-type event), the completion of a list of "100 Reasons to Celebrate Frederick's 100<sup>th</sup> Birthday" (community involved), an essay contest for local elementary school students, a community play, and the dedication of a centennial art piece. Additionally, the committee hopes to sell t-shirts, baseball hats, pens, lapel pins, etc. adorned with a professionally-designed centennial logo. These activities will engender a sense of community pride and will encourage Frederick's residents to take an interest in the history of their community, and its prospects for the future.
6. Donation to Miners' Memorial Celebration planning (\$5,000 on-going – General Fund). This initiative will help ensure that the Miners' Memorial Celebration is a showcase and successful event that the Town can be proud of, and that can be best achieved by maintaining a partnership between the Town and the Committee. By donating \$5,000 to the committee, the Town will show good faith in promoting that relationship and will also help ensure that the event is of the marquee status that the Board desires. This donation will also engender goodwill between the Town and the organizing committee.
7. Digital Recording System (\$3,800, one-time cost – IT Services General Fund). As recommended by the Municipal Court Department, updating the technology from an analog recording system to a PC-based audio recording system will expedite the turn around time for transcriptions on hearings, trials and court proceedings. Additionally, the recording system will have the ability to record on multiple channels allowing for the isolation of any individual channel during playback. The transcripts with this system can be prepared by the Court Clerk, rather than sending the tape out to a certified transcription agency to be completed. The PC-based audio system has the ability to monitor a recording as it is written to the hard drive, so that you can ensure the recording volume levels are sufficient. By having this function, the court can ensure the proceedings are being recorded effectively in case of an appeal. An implementation of the digital recording system recording will provide direct recording to the PC's hard drive and will be ready for immediate access. This initiative will be funded by the IT services General Fund.

8. Implement a Credit Card Software Program (\$5,000, one-time with some on-going cost – IT Services General Fund). In recommendation by the Municipal Court Department, as the population of the Town continues to increase, the Town's customer base will continue to grow. Thus, in order to increase customer service and efficiency a credit card software program will allow customers to use their debit cards, make payments on line, or over the phone. By automating the payment process the use of debit cards will decrease the number of returned checks. The cost savings to the town, by using the automated credit card software, would decrease the amount of time currently used in accepting payments, completing deposit slips, and taking the deposits to the bank. Additionally, this will provide a more friendly and convenient service to our customers.

# ENGINEERING DEPARTMENT



The Engineering Department consists of the Town Engineer, Staff Engineer, Chief Building Official, Part-time Building Inspector, and a Building Technician. This Department manages the engineering and design of utility, transportation, and other systems within the Town and helps facilitate the planning of other regional infrastructure needs. This Department is also responsible for various stages of the building and development process for commercial and residential projects within the Town. The function of building inspections as managed by this Department is steadily increasing in activity with the Town's growth. Additional resources for this function will be examined as the 2007 budget year progresses. See the following page for additional information on the Engineering Department.



## DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	176,529	224,846	225,000	284,045	* 26.33%
CONTRACT INSPECTIONS	4,895	7,000	10,000	8,000	14.29%
CONTRACT ENGINEER	152,008	42,000	120,000	120,000	** 185.71%
SIMPLE IRA	5,035	6,655	4,300	9,275	*** 39.37%
HEALTH/LIFE	39,327	44,160	39,000	50,350	* 14.02%
WORKERS COMP	3,900	3,600	4,295	6,000	* 66.67%
FICA	12,876	14,310	14,325	17,610	* 23.06%
MEDICARE	3,011	3,350	3,350	4,115	* 22.84%
SUPPLIES	3,115	2,500	2,500	3,000	20.00%
SMALL EQPT	9,400	0	200	2,000	**** 100.00%
SOFTWARE MAINT	40	5,000	5,000	5,000	0.00%
MEMBERSHIPS/DUES	385	600	600	750	25.00%
CELL PHONE	1,428	1,500	1,500	2,100	* 40.00%
AUTO ALLOW/EXPENSE	6,472	8,000	8,000	10,000	* 25.00%
TRAINING	852	6,500	5,000	7,500	15.38%
MISCELLANEOUS	0	500	100	500	0.00%
CAPITAL OUTLAY	0	21,000	21,000	10,000	-52.38%
<b>TOTAL EXPENDITURES</b>	<b>419,273</b>	<b>391,521</b>	<b>464,170</b>	<b>540,245</b>	<b>37.99%</b>

\* Upon Charlie Klarich's retirement during the second quarter of 2007, the Special Projects Director position currently housed within the Administrative Services Department will be relocated to the Engineering Department and budgeted for 6 months.

\*\* Under budgeted in 2006

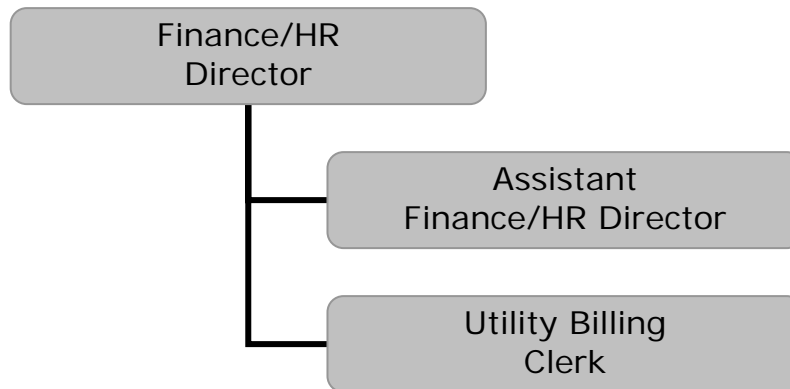
\*\*\* Additional personnel eligibility

\*\*\*\* Additional shelving for plans storage

## DEPARTMENT INITIATIVES FOR 2007

1. Upgrade to Permit Software (\$10,000, one-time cost – General Fund). The building permit processing software is a software program that fits the Town's current building permit process. It is the least cost and most responsive solution to automating our building permit system. The upgrade will improve the building permit processing and development review processes such as saving time with permit issuance, inspection requests, and tracking of all development activity.
2. Water Measurement Devices at Milavec Lake (\$6,400, one-time cost – Water Fund). The state engineer requires jurisdictions to maintain detailed records of raw water received, consumed, and released by the Town. Furthermore, such records are helpful evidence for water rights in Water Court, including the Town's pending claim for increased storage rights in Milavec. By implementing water measurement devices at Milavec, the Town will better monitor flows into the lake, check the ditch company measurements and records, and better manage the Town's water in the future. Additionally, accurately measuring the Town's water will improve annual planning measures, potentially allowing the Town to make more water through leasing excess water.
3. Professional Speed Limit Studies (\$6,000, one-time cost – Street & Alley Fund). Questions and concerns have been raised about the appropriate speed limits on many streets in the Town. By having experienced professional contractors conduct the study it will assure that speed limits are safe and appropriate for the conditions of the Town. Additionally, this will reduce staff time by responding to complaints caused by improper speed limits.

# FINANCE/HR DEPARTMENT



The Finance and Human Resources Department consists of the Finance and Human Resources Director, Assistant Finance and Human Resources Director, and Utility Billing Clerk. This Department manages all financial and human resources functions for the Town, including budget, accounts payable, accounts receivable, utility billing, insurance and risk management, recruiting, payroll, employee benefits, auditing, and monthly financial reporting. See the following page for additional information on the Finance and Human Resources Department.





## DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	103,597	143,510	120,500	166,310	15.89%
SIMPLE IRA	3,019	3,080	3,065	6,640	* 115.58%
HEALTH/LIFE INS	15,293	33,120	23,650	34,200	3.26%
WORKERS COMP	394	550	480	620	12.73%
FICA	6,423	8,900	7,475	10,310	15.84%
MEDICARE	1,502	2,080	1,750	2,410	15.87%
SMALL EQPT	0	5,900	1,000	1,000	-83.05%
SOFTWARE MAINT	3,750	4,000	3,750	4,000	0.00%
DUES	0	0	300	500	** 100.00%
CAPITAL OUTLAY	0	0	0	0	0.00%
TRAINING	2,063	3,000	3,000	3,500	16.67%
MILEAGE	216	500	500	500	0.00%
METER RENTAL	638	2,000	1,510	1,300	-35.00%
AUDIT	7,650	6,500	6,500	6,500	0.00%
<b>TOTAL EXPENDITURES</b>	<b>144,545</b>	<b>213,140</b>	<b>173,480</b>	<b>237,790</b>	11.57%

\* Additional employee eligible

\*\* New line item

## DEPARTMENT INITIATIVES FOR 2007

1. FPPA Retirement (on-going – General Fund). Now that FPPA has set their required contribution rate for the police department at 4%, and will no longer change their rates every year, the HR Department feels that other employees should have this same maximum amount matched for their retirement funds. Therefore, a 4% contribution has been budgeted for all employees pending Board approval.
2. Life and AD&D Insurance. Currently the Town provides all employees with \$50,000 of Life and AD&D insurance. We are proposing to allow employees to purchase additional coverage for themselves and their families at group rates. This benefit would not cost the Town anything. Employees would pay for this benefit thru payroll deduction.

# LEGAL DEPARTMENT

Town Attorney  
Samson, Pipis, and Marsh, LLC

The Legal Department contains funding for the Town's contract with the law firm of Samson, Pipis, and Marsh, LLC. Rick Samson, a principal in this firm functions as the Town Attorney and draws upon other legal resources within his firm to provide general legal services for the Town. The Town Attorney is responsible for representing the Town in general legal matters including attending Board meetings, Planning Commission meetings, reviewing annexation and development proposals, responding to requests from various Town departments for legal advice, advising the Town Administrator, and responding to requests from the Town Board members. The Town Attorney's office is staffed by the Town Attorney with 25 years of legal experience, one associate with two years of experience, one secretary and one receptionist. This Department also contains funding for various other legal services and employee training. The funding for the Town Prosecutor is contained in the Municipal Court Department. See the following page for additional information on the Legal Department.

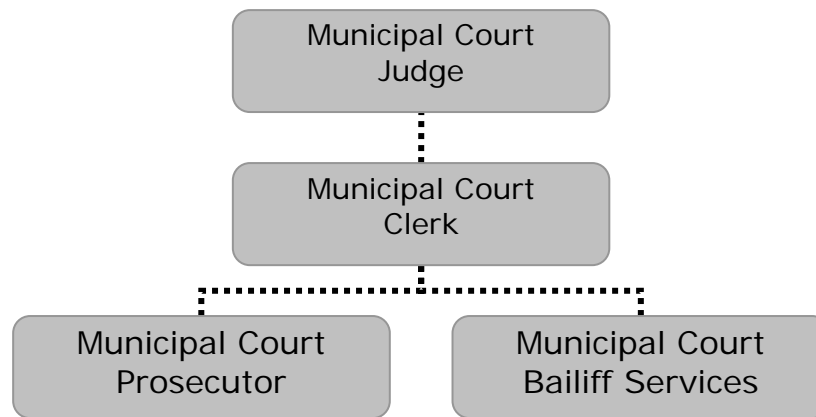


## DEPARTMENT FUNDING

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
TOWN ATTORNEY EXP	185,163	175,000	210,000	85,000	* -51.43%
REIMBURSABLE	0	0	0	125,000	* 100.00%
OTHER LEGAL					
SERVICES	0	25,000	75,000	25,000	* 0.00%
REIMBURSABLE	0	0	0	45,000	* 100.00%
<b>TOTAL EXPENDITURES</b>	<b>185,163</b>	<b>200,000</b>	<b>285,000</b>	<b>280,000</b>	40.00%

\* Town attorney expenses and other legal services are now split into services and reimbursable expenses

# MUNICIPAL COURT DEPARTMENT



The Municipal Court Department consists of one full-time employee and funding for the part-time Municipal Court Judge, the contract Prosecuting Attorney, and bailiff services. This Department is responsible for providing a speedy trial process and managing court records. The mission of the court is to provide fair, prompt and understandable resolutions to legal problems, thus resulting in satisfied participants that were afforded adequate access to justice and treated professionally, fairly, and with respect. The court provides due process and individual justice in each case, and ensures that all actions taken in a case are consistent with established law. See the following pages for additional information on the Municipal Court Department.

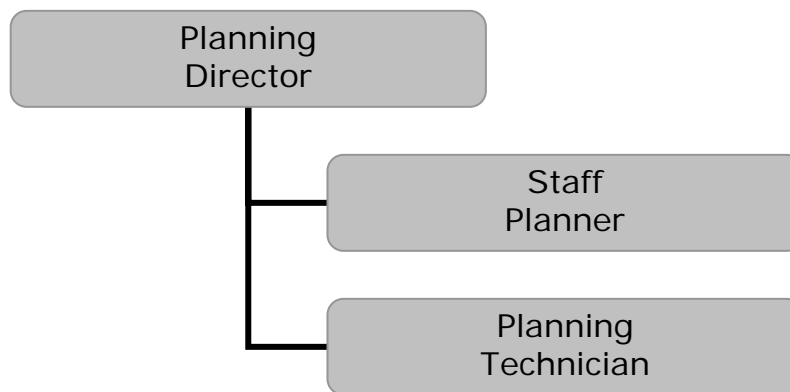


## DEPARTMENT FUNDING

	2005 ACTUALS	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	56,009	59,695	57,053	60,070	0.63%
PROSECUTION	15,590	33,000	33,000	33,000	0.00%
MISC COURT COSTS	1,746	1,800	1,800	2,000	11.11%
RETIREMENT	1,277	1,320	1,318	1,775	34.47%
HEALTH/LIFE	421	16,570	12,156	15,000	-9.47%
WORKERS COMP	200	250	225	265	6.00%
FICA	2,769	2,965	2,780	2,950	-0.51%
MEDICARE	648	695	655	690	-0.72%
SUPPLIES	2,431	2,000	1,500	3,000	* 50.00%
SMALL EQUIPMENT	280	4,100	1,500	1,000	-75.61%
POSTAGE	302	500	300	500	0.00%
SOFTWARE MAINT	3,500	3,500	1,495	3,000	-14.29%
DUES	180	500	250	250	-50.00%
TELEPHONE	1,527	0	0	0	0.00%
JAIL/PRISONER EXPENSE	0	0	0	3,500	* 100.00%
TRAINING	40	1,000	250	500	-50.00%
MILEAGE	0	250	0	0	-100.00%
MISCELLANEOUS	78	500	500	500	0.00%
SPECIAL PROGRAMS	0	1,700	1,640	0	** -100.00%
CAPITAL OUTLAY	0	0	0	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>86,998</b>	<b>130,345</b>	<b>116,422</b>	<b>128,000</b>	<b>-1.80%</b>

\* Expenses previously paid by the police department budget have been moved to the court budget

# PLANNING DEPARTMENT



The Planning Department consists of the Planning Director, Staff Planner, and Planning Technician. The Department manages and administers the Comprehensive Plan and Land Use Code as well as coordinating certain economic development projects and proposals. Numerous inquiries regarding zoning designations, what development options exist on a specific property, proposed land use, and land use application processes are received and responded to. The Department also strives to maintain quality relationships with neighboring jurisdictions and is working to update or create intergovernmental agreements with these jurisdictions. See the following page for additional information on the Planning Department.



## DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARY	72,885	167,590	167,590	183,605	9.56%
SIMPLE IRA	0	5,030	5,030	7,345	46.02%
FICA	2,960	10,390	10,390	11,385	9.58%
MEDICARE	692	2,430	2,430	2,660	9.47%
HEALTH	15,325	33,120	34,813	34,200	3.26%
WORKERS COMP	330	0	670	695	* 100.00%
EQUIPMENT	16,632	7,500	2,500	1,000	-86.67%
SUPPLIES	4,049	4,000	6,000	5,000	25.00%
SOFTWARE MAINT	0	0	0	2,500	* 100.00%
MEMBERSHIPS	193	1,000	1,000	1,820	** 82.00%
CELL	491	1,500	1,000	1,000	-33.33%
TRAINING	60	5,500	4,000	6,000	9.09%
AUTO/MILEAGE	0	0	200	250	* 100.00%
PLANNING SERVICES	146,643	25,000	2,500	60,000	*** 140.00%
CAPITAL OUTLAY	0	10,000	8,200	0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>260,260</b>	<b>273,060</b>	<b>246,323</b>	<b>317,460</b>	16.26%

\* Previously unbudgeted

\*\* Additional memberships

\*\*\* Downtown Revitalization

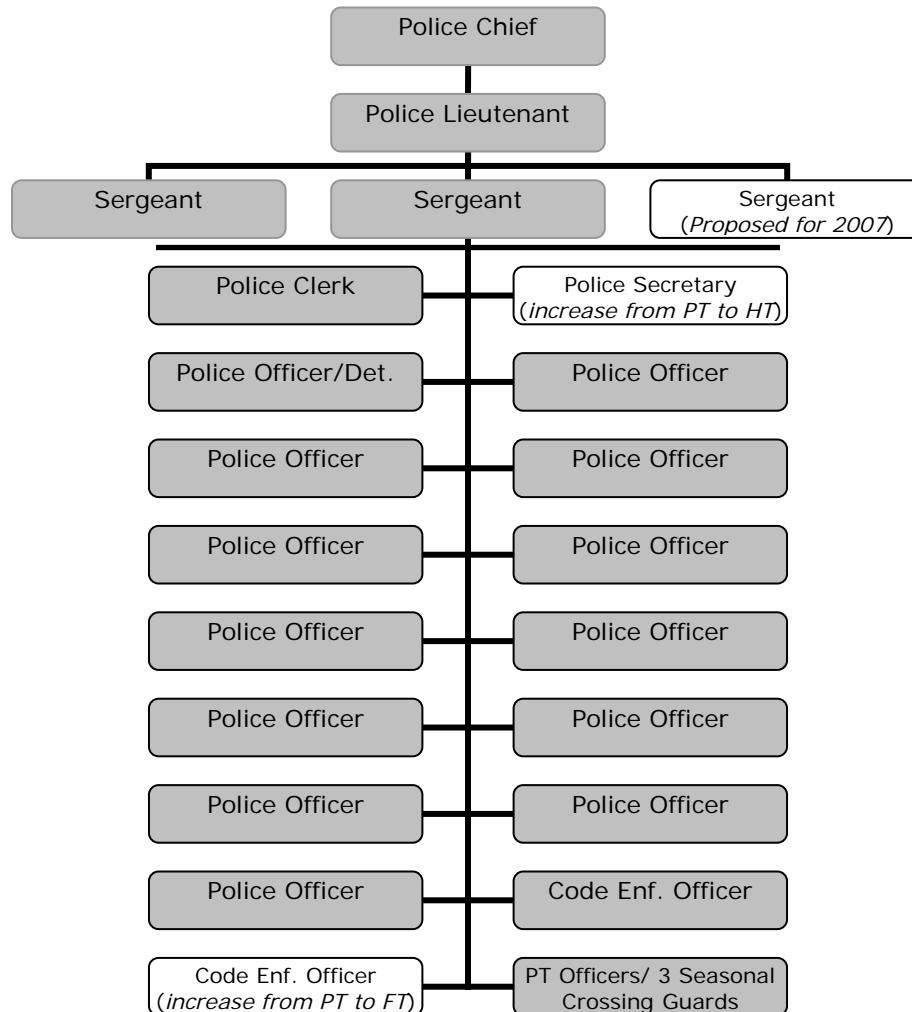


## DEPARTMENT INITIATIVES FOR 2007

1. Downtown Revitalization Plan (\$50,000, one-time cost – General Fund). An interest has been developed in finding methods for the downtown area to be revitalized as well as investigating the use of a special improvement district (possibly a general improvement district (GID) and/or downtown development authority (DDA)). The benefit to having this study done is being able to work toward the improvement of the visual aspects of the downtown business area, as well as improving the number and quality of businesses located downtown. To further assist in the one-time costs of the downtown revitalization plan, grants might be available through the Colorado Department of Local Affairs.
2. Annexation of Right-of-Way and Enclaves (\$100,000, one-time cost – Street & Alley Fund). The annexation of enclaves will provide more consistency in code enforcement and application of land use regulation. The annexation of right-of-ways will reduce confusion and jurisdiction arguments with other surrounding agencies, a reduction in the number of dismissed court cases based on inaccurate venue, savings on court clerk and prosecutor time regarding court proceedings that resulted in dismissal due to inaccurate venue, a reduction in training costs for new officers (the consistency of streets), and enhanced accuracy of dispatch mapping systems. Furthermore, if the right-of-ways are annexed, the Town will gain the fees assessed to violators within those areas. With the annexation of enclaves, it will help property owners understand that development in the Town is the appropriate process for them to follow rather than strongly considering development within the County.

Consultants will be used for surveying and creating the appropriate annexation maps. Additionally, Town staff will supervise the consultants as well as bring this through the appropriate review process. To further assist in the one-time costs of the annexation of right-of-ways and enclaves, grants might be available through the Colorado Department of Local Affairs.

# POLICE DEPARTMENT



The Police Department consists of nineteen sworn Officers, one full-time Code Enforcement Officer, one full-time Police Clerk, one part-time Code Enforcement Officer, one part-time Police Secretary, and three seasonal Crossing Guards. Additionally, the Department is proposing to add an additional sergeant to its staff in 2007. The Department provides all aspects of law enforcement to the community and local schools. See the following pages for additional information on the Police Department.



# DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	725,369	874,990	850,000	1,043,020	19.20%
RETIREMENT	13,376	17,625	29,000	38,017	* 115.70%
HEALTH/LIFE	132,227	209,760	160,000	228,000	8.70%
WORKERS COMP	31,706	31,500	39,880	46,500	** 47.62%
FICA	44,973	54,250	52,700	64,665	19.20%
MEDICARE	10,518	12,690	12,325	15,125	19.19%
SUPPLIES	16,516	20,000	20,000	20,000	0.00%
AMMUNITION	13,383	18,000	14,500	12,000	-33.33%
SMALL EQUIPMENT	28,185	20,000	20,000	24,200	21.00%
SPECIAL PROJECTS	3,017	9,000	4,500	6,000	-33.33%
SCHOOL OFFICER	1,048	3,000	250	1,000	-66.67%
SWAT	0	0	0	2,500	*** 100.00%
UNIFORMS	13,076	20,000	18,000	18,000	-10.00%
DRYCLEANING	3,890	5,000	2,500	3,000	-40.00%
POSTAGE	538	600	600	600	0.00%
SOFTWARE MAINT	0	4,500	2,000	4,500	0.00%
COPIER	1,260	0	0	0	0.00%
PAGER/RADIO SERVICE	10,283	15,600	10,000	12,000	-23.08%
COMPUTER MAINT	12,117	0	0	0	0.00%
MEMBERSHIPS	1,819	2,000	1,700	2,000	0.00%
GAS	27,839	32,500	31,000	34,000	4.62%
TELEPHONE	8,784	0	0	0	0.00%
AUTO REPAIR	18,308	15,600	20,000	30,000	**** 92.31%
TRAINING	9,314	14,300	13,000	14,000	-2.10%
CRIME CONTROL	30	250	0	250	0.00%
ANIMAL CONTROL	1,649	2,000	2,000	2,000	0.00%
CONFINEMENT	694	2,000	9,500	0	***** -100.00%
MEDICAL	2,513	2,600	2,000	2,600	0.00%
PRISONER	19	500	100	0	***** -100.00%
MISCELLANEOUS	417	0	6,000	500	100.00%
CAPITAL OUTLAY	142,557	70,000	70,000	43,250	-38.21%
<b>TOTAL EXPENDITURES</b>	<b>1,275,425</b>	<b>1,458,265</b>	<b>1,391,555</b>	<b>1,667,727</b>	<b>14.36%</b>

\* Additional employees eligible

\*\* Under budgeted last year

\*\*\* New item

\*\*\*\* Additional autos in need of service

\*\*\*\*\* Items moved to court budget

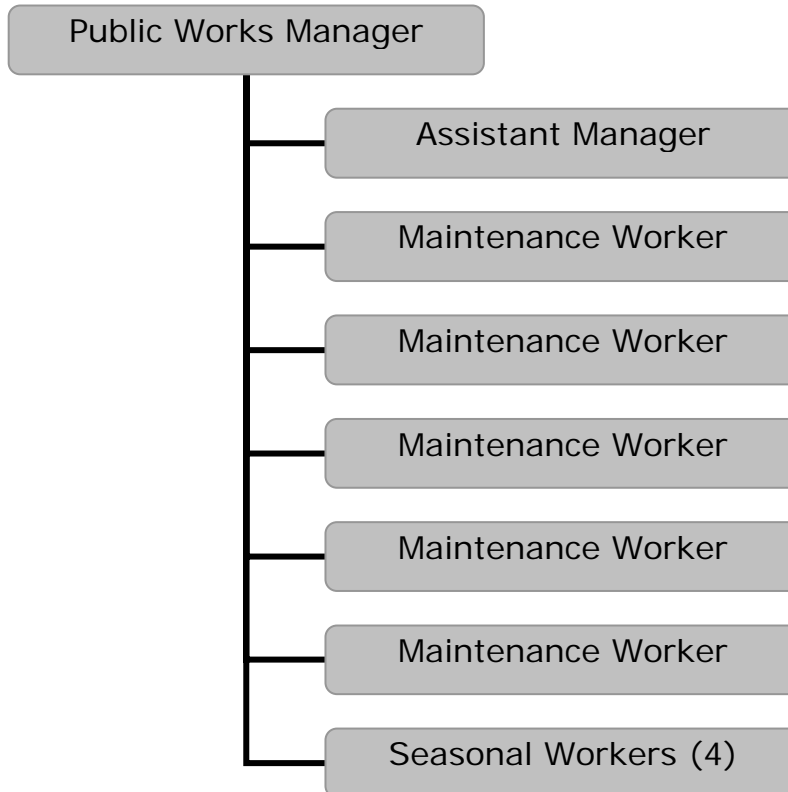
## DEPARTMENT INITIATIVES FOR 2007

1. One New Police Vehicle (\$43,250, one-time with on-going maintenance costs- General Fund). This initiative will allow for the replacement of a police vehicle that currently has 100,000 miles on it. Additionally, due to the proposed increase of an additional Sergeant position for 2007, it is necessary to acquire an additional police vehicle. In addition to maintaining the older fleet of vehicles the Town currently has, the auto maintenance budget for 2007 has been increased to \$30,000 to ensure vehicles are ready and available for large-scale call-outs.
2. Additional Sergeant Position (\$55,723, on-going – General Fund). This funding includes salary and benefits for ten months in 2007. Since the addition of two new police officers in 2006, the span of control for Sergeants has increased to nine direct reports. An industry standard, provided by Mountain States Employers Council, suggests a span of control between five to six direct reports. Additionally, this will allow for more hands-on supervisory coverage on shift and on scene to assist and supervise officers.
3. Change part-time Code Enforcement Officer to full-time Code Enforcement Officer (\$19,020, on-going – General Fund). Due to the increased growth in the community, calls for law enforcement services have increased. This additional coverage will provide closer to 24/7 coverage for code enforcement. In addition, it will allow for some of the burden of code complaints (animal calls, code violations), to be lifted from commissioned officers, thus allowing for more patrol and investigative time.
4. Increase part-time Secretary Hrs from 8 hrs to 24 hrs weekly (\$6,040, on-going – General Fund). The increased calls for law enforcement services have increased the workload of the clerk staff in the Police Department. Officers on average are handling 38% more calls over the last year, which generates to more reports and more work for the clerk staff. To enable the clerk staff to efficiently and effectively handle the increasing workloads, it is recommended to increase the Secretary hours to an additional 16 hours a week. This will provide better customer service as records will be continually updated and readily available.

5. SWAT Cooperative Partnership with Longmont PD (\$ 2,500, on-going – General Fund). This funding is for one year of an Alpha/Delta Squad Member (One fully-trained tactical member). After the first year of this cooperative partnership with Longmont PD, Frederick will be requested to supply, in addition to the one Alpha/Delta Squad Member, two Bravo Squad Members (inner perimeter squad members) and one Charlie Squad Member (negotiator) in a two year phase-in. The direct benefits of a full member experienced special response team will provide a valuable life saving tool to deal with in high risk situations. Additionally, the Town will not be required to invest in its own team as a resource or pay on a call by call basis.

Requests from an outside agency to assist would result in the Town being billed for services depending upon the situation and other uncontrollable factors. Thus, participating in a program will assure that the costs are fixed for the year.

# PUBLIC WORKS DEPARTMENT



The Public Works Department consists of the Public Works Manager, Assistant Public Works Manager, five Maintenance Workers, and funding for four seasonal positions. The seasonal positions cover the increased maintenance needs during the summer months. The primary function of the Public Works Department is to maintain the various public infrastructure systems throughout the Town. These include water, transportation, drainage, parks, public buildings, etc.

See the following pages for additional information on the Public Works Department.



## DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	241,284	304,220	285,000	328,737	8.06%
IRA	1,252	7,155	2,860	10,720	49.83%
HEALTH/LIFE	45,713	77,280	55,000	79,800	3.26%
WORKER'S COMP	16,100	18,000	20,000	22,000	22.22%
FICA	14,960	18,860	17,670	20,380	8.06%
MEDICARE	3,499	4,410	4,135	4,765	8.05%
UNIFORMS	4,629	5,800	4,000	5,000	-13.79%
COMPUTER MAINT	76	0	0	0	0.00%
TELEPHONE	2,178	0	0	0	0.00%
TRAINING/MISC	28	6,000	500	4,000	-33.33%
TOTAL	329,719	441,725	389,165	475,402	7.62%
<b>BUILDINGS</b>					
CLEANING SERVICE	15,059	17,000	16,000	19,000	11.76%
SMALL EQUIPMENT	219	2,000	0	4,000	* 100.00%
SUPPLIES	4,493	4,500	5,000	5,000	11.11%
SECURITY	1,918	2,000	2,000	4,000	* 100.00%
SEWER	1,516	1,516	2,210	2,500	64.91%
GAS	9,397	12,000	10,000	15,000	25.00%
IMPROVEMENTS	20,662	20,000	21,000	30,000	50.00%
REPAIR/MAINT	10,609	10,000	10,000	20,000	* 100.00%
TRASH	3,465	4,000	4,000	5,000	25.00%
CAPITAL OUTLAY	0	0	0	0	0.00%
MISCELLANEOUS	662	500	500	500	0.00%
TOTAL	68,000	73,516	70,710	105,000	42.83%
<b>PARKS</b>					
SALARY-P/T	7,165	0	0	0	0.00%
WORKERS COMP	0	0	0	0	0.00%
FICA/MEDICARE	548	0	0	0	0.00%
SUPPLIES	1,453	1,200	1,200	2,000	* 66.67%
SMALL EQPT	1,177	1,500	1,500	2,500	* 66.67%
LAKE MAINTENANCE	2,450	5,000	2,000	5,000	0.00%
FERTILIZER	7,247	6,000	5,000	8,000	33.33%
SPRINKLER	3,000	3,000	1,500	3,000	0.00%
MOWING	1,612	2,000	2,500	4,000	* 100.00%
IMPROVEMENTS	6,497	15,000	10,000	15,000	0.00%
REPAIR/MAINT	5,311	10,000	2,000	10,000	0.00%
SANITATION	6,684	7,500	7,500	7,500	0.00%
GOLF COURSE	8,562	15,000	15,000	15,000	0.00%
CAPITAL OUTLAY	15,946	45,000	45,000	0	-100.00%
TOTAL	67,652	111,200	93,200	72,000	-35.25%
<b>TOTAL EXPENDITURES</b>	<b>465,371</b>	<b>626,441</b>	<b>553,075</b>	<b>652,402</b>	<b>4.14%</b>

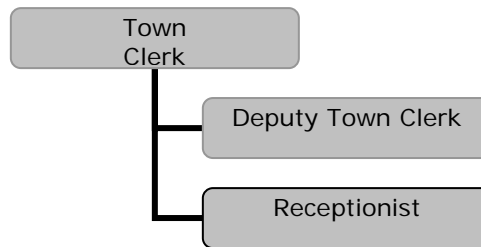
\* Additional locations requiring services

## DEPARTMENT INITIATIVES FOR 2007

1. Additional Mower and Small Equipment (\$50,000, one-time equipment cost and some on-going maintenance costs – Open Space Fund). Currently our Public Works Department is servicing 17 parks with one mower and other additional small mowing equipment. With this increased workload to the Department, it is proposed to add one additional large mower and funding for small mowing equipment to assist in servicing the 17 parks. By adding an additional mower and funding for small mowing equipment, this will allow staff to be more efficient in handling their workload.
2. Addition of one Mosquito Sprayer (\$15,000, one-time equipment cost – Street & Alley Fund). The West Nile virus has since rapidly spread to the North America continent into 48 states. To continue with the Town's comprehensive mosquito abatement program, it is proposed to add one mosquito sprayer to increase the efficiency of the Town's mosquito spraying process. Currently, the Town has one mosquito sprayer to cover the whole Town. By adding an additional sprayer staff time will be cut in half and the spraying will take less time to complete.
3. Equipment such as a Liquid De-Icier Sprayer (\$5,000, one-time equipment cost and some on-going maintenance costs – Street & Alley Fund). This initiative includes funding for a liquid de-icier sprayer and mag-clohride for the sprayer to help improve icy roads in the winter months. Additionally, this funding includes equipment and poison control for alleys, roads, walk ways, and parks to control noxious weeds and pesticides.
4. 16' to 18' Closed Trailer (\$15,000, one-time cost –Water Fund). This initiative is for funding for a closed trailer to house water equipment, water tools, water parts, and water pumps. This will allow for the Public Works staff to be more efficient with their response time to water related calls. Additionally, by housing all of the water equipment in a transferable trailer, it will provide the Department with all of the necessary tools to complete the job on site, as opposed to making multiple trips to the Public Works facilities for parts. In addition to using the trailer for water storage parts during the winter months, the trailer can also be utilized during summer months to transfer more mowing equipment to each work site.



# TOWN CLERK DEPARTMENT



The Town Clerk Department consists of the Town Clerk, Deputy Town Clerk, and Receptionist. The Town Clerk Department provides support to the Board of Trustees, various other citizen commissions, and other Town of Frederick Departments. The Town Clerk Department also maintains the Town's records retention and management system and provides services such as elections, liquor licenses, business licenses, and provides information to citizens. This Department also contains specific funding for the legislative (Board of Trustee) functions of the Town. See the following pages for additional information on the Town Clerk Department.



## DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
SALARIES	87,042	82,089	88,000	123,180	* 50.06%
SIMPLE IRA	148	2,435	1,570	4,925	* 102.26%
HEALTH/LIFE	16,240	22,080	20,000	34,200	* 54.89%
WORKERS COMP	336	325	350	500	* 53.85%
FICA	5,397	5,090	5,455	7,635	* 50.00%
MEDICARE	1,262	1,190	1,275	1,785	* 50.00%
SMALL EQPT	0	8,500	8,500	1,500	-82.35%
SCANNING	0	0	0	700	** 100.00%
DOCUMENT MGMT	0	0	0	2,550	** 100.00%
CAPITAL OUTLAY	0	33,089	10,000	0	-100.00%
DUES	0	0	500	500	** 100.00%
TRAINING	2,071	3,250	1,500	2,600	-20.00%
PUBLISHING	17,574	20,000	20,000	20,000	0.00%
MILEAGE	114	1,000	500	500	-50.00%
TOTAL	130,184	179,048	157,650	200,575	12.02%
<b>LEGISLATIVE</b>					
TRUSTEES	10,800	10,800	10,800	10,800	0.00%
ORDINANCES	9,450	7,000	7,000	8,000	14.29%
WORKERS COMP	105	35	105	105	200.00%
FICA	670	670	670	670	0.00%
MEDICARE	157	160	160	160	0.00%
TRAINING	2,887	6,000	4,000	6,000	0.00%
MILEAGE	111	1,000	1,000	1,000	0.00%
TOTAL	24,180	25,665	23,735	26,735	4.17%
<b>ELECTIONS</b>					
SERVICES	4,698	6,500	6,500	6,500	0.00%
<b>TOTAL EXPENDITURES</b>	<b>159,062</b>	<b>211,213</b>	<b>187,885</b>	<b>233,810</b>	<b>10.70%</b>

\* Additional employee

\*\* New line items

# NON-DEPARTMENTAL DEPARTMENT

Funding for the Non-Departmental Department is managed by the Finance and HR Department, but is separated out due to the organization-wide utilization of its resources. These categories include: insurance costs, memberships to regional organizations and donations, and other miscellaneous funding needs. See the following pages for additional information on the Non-Departmental Department.



## DEPARTMENT FUNDING

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
<b>INSURANCE</b>					
BUILDINGS	18,071	20,000	19,353	21,300	6.50%
VEHICLES	24,179	25,000	40,000	44,000	* 76.00%
LIABILITY	67,381	70,000	68,180	75,000	7.14%
SURETY BONDS	840	900	0	0	-100.00%
DEDUCTIBLE	0	0	5,000	10,000	** 100.00%
TOTAL	110,471	115,900	132,533	150,300	29.68%
<b>DONATIONS</b>					
SR CITIZENS	7,545	7,925	8,160	12,000	*** 51.42%
LOCAL	2,950	6,000	6,000	6,000	0.00%
OTHER	1,700	0	0	0	0.00%
TOTAL	12,195	13,925	14,160	18,000	29.26%
<b>OTHER</b>					
UNEMPLOYMENT INS	4,954	6,605	5,910	7,112	7.68%
TREASURER FEES	5,725	6,260	6,245	6,750	7.83%
FEES	220	240	500	500	*** 108.33%
SUPPLIES	13,154	15,000	12,000	12,000	-20.00%
SMALL EQUIPMENT	12,011	5,000	5,000	5,000	0.00%
POSTAGE	17,186	20,000	20,000	20,000	0.00%
COPIER RENTAL	4,233	0	0	0	0.00%
COMPUTER MAINT	10,611	0	0	0	0.00%
DUES	2,466	4,000	4,280	12,000	*** 200.00%
TELEPHONE	8,631	0	0	0	0.00%
PHONE MAINTENANCE	1,292	0	0	0	0.00%
OTHER	12,926	500	100	500	0.00%
CAPITAL OUTLAY	0	0	0	25,000	**** 100.00%
TOTAL	93,409	57,605	54,035	88,862	54.26%

\* Under budgeted last year

\*\* New line item

\*\*\* Increase in fees. Adding Upstate Colorado membership

\*\*\*\* Contingency

## DEPARTMENT INITIATIVES FOR 2006

While there are no large-scale new initiatives within this department, an increase in insurance costs has been budgeted as the result of an assumed increase in rates and additional properties and equipment acquired by the Town. The donation to the Senior Citizens increased by 51% due to the agreement between the Town and the Recreation Center. A membership with Upstate Colorado has increased the "Dues" portion of this budget. This has been the pattern during past years and will likely be an on-going request.

# OTHER FUNDS

This Other Funds section details the forecasted revenues and recommended expenditures for the 16 other funds that, along with the General Fund comprise the Town's total resources. The use of these funds is restricted to specified parameters that fall within the fund category.

Street and Alley . . . . .	1-3
Road Impact . . . . .	4-5
Conservation Trust . . . . .	6-7
Frederick Water . . . . .	8-10
Water Capital Improvement . . . . .	11-12
Water Share . . . . .	13-14
Drainage . . . . .	15-16
Evanston Water . . . . .	17-19
Frederick Electric . . . . .	20-21
Evanston Electric . . . . .	22-23
Electric Capital Improvement . . . . .	24-25
Park Improvement . . . . .	26-27
Open Space . . . . .	28-29
Oil Royalty Trust . . . . .	30-31
Contingency . . . . .	32-33
Public Works . . . . .	34-35



# STREET AND ALLEY FUND

The Street and Alley Fund receives the majority of its funding from the collection of taxes and fees by Weld County and the State of Colorado. These taxes and fees are then forwarded to the Town. There is also a line item for streets that are dedicated to the Town by developers. There is a corresponding expenditure as these streets are eventually listed as an asset for the Town. Many of the Town's existing streets have been reconstructed or resurfaced by the use of these funds. The Town is also able to finance other street related expenditures such as traffic signs, snow removal, insect control, and weed control with this fund.



## STREET AND ALLEY FUND (REVENUES)

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ DECREASE
BEGINNING BALANCE	175,368	142,901	170,433	563,063	294.02%
<b><u>TAXES &amp; FEES</u></b>					
RIGHT OF WAY	7,685	8,000	20,000	10,000	25.00%
SPEC OWNERSHIP	83,867	85,000	82,000	86,000	1.18%
M/V SALES TAX	405,434	415,000	480,000	525,000	26.51%
CONTRIB CAP-DVLPR	1,288,517	1,000,000	1,000,000	1,000,000	0.00%
MOTOR VEHICLE FEE	31,089	34,000	34,000	38,000	11.76%
HIGHWAY USERS FEE	222,148	241,990	245,880	248,670	2.76%
DISCOUNTS	563	500	350	0	-100.00%
ROAD & BRIDGE	86,114	100,000	100,000	110,000	10.00%
INTEREST	9,392	12,000	15,000	14,000	16.67%
MISCELLANEOUS	180	500	100	0	-100.00%
REIMBURSED					
EXPENSES	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	-100.00%
TOTAL	2,134,989	1,897,990	1,977,330	2,031,670	7.04%
<b>REV &amp; BEG BAL</b>	<b>2,310,357</b>	<b>2,040,891</b>	<b>2,147,763</b>	<b>2,594,733</b>	27.14%

# STREET AND ALLEY FUND (EXPENDITURES)

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
<b><u>CONSTRUCTION</u></b>					
RIGHT OF WAY	1,030	1,000	5,000	85,000	* 8400.00%
ENGINEERING	44,506	50,000	35,000	56,000	12.00%
DEDICATED STREETS	1,288,517	1,000,000	1,000,000	1,000,000	0.00%
STREET					
CONSTRUCTION	532,431	450,000	200,000	500,000	11.11%
ALLEYS	0	50,000	50,000	100,000	100.00%
SIDEWALK/CURBS	19,668	25,000	25,000	20,000	-20.00%
PURCHASED SERVICES	1,592	2,000	2,000	2,000	0.00%
TOTAL	1,887,744	1,578,000	1,317,000	1,763,000	11.72%
<b><u>MAINTENANCE OF CONDITION</u></b>					
CONDITION	15,710	5,000	5,000	10,000	100.00%
GRADING	13,195	5,000	5,000	30,000	500.00%
GRAVEL	368	2,000	2,000	2,000	0.00%
RESURFACING	0	100,000	25,000	50,000	-50.00%
TOTAL	29,273	112,000	37,000	92,000	-17.86%
<b><u>VEHICLE EXPENSE</u></b>					
GAS	19,376	25,000	25,000	35,000	40.00%
VEHICLE REPAIRS	7,441	10,000	8,500	10,000	0.00%
TOTAL	26,817	35,000	33,500	45,000	28.57%
<b><u>OTHER EXPENSES</u></b>					
SNOW REMOVAL	13,971	20,000	20,000	30,000	50.00%
SUPPLIES	7,629	10,000	10,000	12,000	20.00%
SMALL EQUIPMENT	1,796	5,000	5,000	5,000	0.00%
TRAFFIC SIGNS	21,546	20,000	20,000	30,000	50.00%
ST LIGHTING	0	5,000	0	0	-100.00%
ST CLEANING	12,375	10,000	8,000	10,000	0.00%
WEED CONTROL	2,611	10,000	3,000	12,000	20.00%
INSECT CONTROL	33,712	40,000	41,200	40,000	0.00%
TREE REMOVAL	1,000	0	500	3,000	100.00%
MISCELLANEOUS	0	0	0	0	0.00%
CAPITAL OUTLAY	127,000	66,000	66,000	20,000	-69.70%
PAGER	4,070	6,000	4,500	6,000	0.00%
TOTAL	225,710	192,000	178,200	168,000	-12.50%
<b><u>TRANSFERS</u></b>					
TO GENERAL FUND	15,000	15,000	15,000	15,000	0.00%
TO ART FOUNDATION	5,091	4,000	4,000	5,000	25.00%
TO CONTINGENCY	1,667	0	0	5,000	0.00%
TOTAL	21,758	19,000	19,000	25,000	31.58%
<b><u>TOTAL ALL EXPENDITURES</u></b>					
	2,191,302	1,936,000	1,584,700	2,093,000	8.11%
RECONCILING	51,378	0	0	0	
ENDING BALANCE	170,433	104,891	563,063	501,733	378.34%

\* Annexation of right of ways.



# ROAD IMPACT FUND

The Road Impact Fund receives revenues in the form of impact fees collected at the time building permits are issued. Occasionally there will be contributions from developers that have agreed to share in the cost of a project in their area. This fund is the primary source for the development of new roads or the improvements to existing roads that have become major arterials in our community.



## ROAD IMPACT FUND

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
BEGINNING BALANCE	1,037,788	1,553,606	1,352,122	4,988,586	221.10%
ROAD IMPACT FEES	531,575	556,000	400,000	380,000	-31.65%
BOND PROCEEDS	0	0	4,930,050	0	0.00%
CONTRIBUTIONS	343,813	200,000	200,000	500,000	* 150.00%
OTHER REVENUE	3,054	0	0	0	0.00%
INTEREST	27,402	34,500	160,000	100,000	189.86%
TOTAL REVENUE	905,844	790,500	5,690,050	980,000	23.97%
<b>REV &amp; BEG BALANCE</b>	<b>1,943,632</b>	<b>2,344,106</b>	<b>7,042,172</b>	<b>5,968,586</b>	154.62%
<b>EXPENDITURES</b>					
ENGINEER CHARGES	107,168	150,000	200,000	350,000	*** 133.33%
ROAD CONSTRUCTION	290,269	1,550,000	1,550,000	3,500,000	*** 125.81%
AGREEMENTS	12,082	0	137,754	200,000	** 100.00%
MASTER PLAN	0	150,000	50,000	100,000	-33.33%
BOND PRINCIPAL	0	0	0	175,000	*** 100.00%
BOND INTEREST	0	0	100,332	216,285	*** 100.00%
TRANSFER-ART	3,244	14,500	15,500	35,000	141.38%
<b>TOTAL EXPENDITURES</b>	<b>412,763</b>	<b>1,864,500</b>	<b>2,053,586</b>	<b>4,576,285</b>	145.44%
RECONCILING	-178,747				
ENDING BALANCE	1,352,122	479,606	4,988,586	1,392,301	190.30%

\* Grant  
 \*\* Cost sharing with developer  
 \*\*\* Road 13

# CONSERVATION TRUST FUND

The Conservation Trust Fund was established to receive funds from the State for lottery proceeds. These revenues are to be used for the improvement to or purchase of parks. The amount of lottery funds received is directly linked to the number of residents living in the Town of Frederick. Distribution of these funds is overseen by the State Department of Local Affairs.



## CONSERVATION TRUST FUND

### REVENUES

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	70,605	40,705	97,309	120,759	196.67%
LOTTERY	24,368	25,000	35,000	40,000	* 60.00%
INTEREST	<u>2,336</u>	<u>1,200</u>	<u>3,450</u>	<u>4,000</u>	233.33%
TOTAL REVENUES	26,704	26,200	38,450	44,000	67.94%
<b>REV &amp; BEG BAL</b>	<b>97,309</b>	<b>66,905</b>	<b>135,759</b>	<b>164,759</b>	146.26%

### EXPENDITURES

PARK IMPROVEMENTS	<u>32,339</u>	<u>60,000</u>	<u>15,000</u>	<u>65,000</u>	8.33%
<b>TOTAL ALL EXPENDITURES</b>	<b>32,339</b>	<b>60,000</b>	<b>15,000</b>	<b>65,000</b>	8.33%
RECONCILING	32,339				
ENDING BALANCE	97,309	6,905	120,759	99,759	1344.74%

\* Increase in contributions due to population

# FREDERICK WATER FUND

Frederick owns its own water distribution system. All residents and businesses on the east side of I-25 that reside within Frederick's borders are serviced by the Frederick Water system. Treated water is purchased from Central Weld County Water District by Frederick. The Frederick Water utility functions as the mechanism to distribute and meter water to the customers.

The utility has over 3,000 customers.



## FREDERICK WATER FUND (REVENUES)

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	2,571,060	3,030,795	3,072,389	3,888,884	28.31%
<b><u>OPERATING REVENUE</u></b>					
WATER SALES	1,201,100	1,425,000	1,450,000	1,500,000	5.26%
WATER-DEVELOPERS	11,234	10,000	5,000	5,000	-50.00%
PLANT INV FEE-CW	2,702,000	2,990,000	1,400,000	1,330,000	-55.52%
CONNECTION	3,340	3,440	3,450	3,600	4.65%
TAP INSTALLATION	216,200	228,000	160,000	150,000	-34.21%
WATERING PERMITS	1,100	1,200	600	1,000	-16.67%
WATER RENT	0	7,000	7,000	10,000	42.86%
MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
TOTAL	4,134,974	4,664,640	3,026,050	2,999,600	-35.69%
<b><u>NON-OPERATING</u></b>					
PROPERTY TAX	180,687	167,928	167,670	199,117	18.57%
INTEREST	87,185	94,000	163,900	185,000	96.81%
OTHER	<u>0</u>	<u>0</u>	<u>0</u>		0.00%
TOTAL	267,872	261,928	331,570	384,117	46.65%
TOTAL ALL REVENUE	4,402,846	4,926,568	3,357,620	3,383,717	-31.32%
<b>REVENUE &amp; BEG BAL</b>	<b>6,973,906</b>	<b>7,957,363</b>	<b>6,430,009</b>	<b>7,272,601</b>	-8.61%

# FREDERICK WATER FUND (EXPENDITURES)

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
<b><u>OPERATING</u></b>					
BAD DEBT	0	0	0	0	0.00%
SUPPLIES	1,665	2,000	2,500	4,000	100.00%
ENGINEERING	0	5,000	0	35,000	600.00%
LEGAL FEES	24,590	10,000	10,000	20,000	100.00%
MISCELLANEOUS	22	0	0	0	0.00%
PLANT INV FEE-CW	2,702,000	2,990,000	1,400,000	1,330,000	-55.52%
CAPITAL OUTLAY	439,895	700,000	300,000	725,000	3.57%
ASSESSMENT-LBD	561	30,000	40,000	45,000	50.00%
ASSESSMENT-CBT	66,598	135,000	100,000	110,000	-18.52%
WELL-GASP	30	100	0	0	-100.00%
WATER CHARGES	323,124	350,000	375,000	425,000	21.43%
RENT/CARRYOVER	23,605	35,000	25,650	35,000	0.00%
REPAIR/MAINTENANCE	8,134	10,000	12,000	15,000	50.00%
EQUIPMENT/TOOLS	5,441	10,000	2,000	10,000	0.00%
DUES	91	1,000	1,225	1,500	50.00%
METER LINE	1,385	1,500	5	0	-100.00%
TOTAL OPERATING	3,597,141	4,279,600	2,268,380	2,755,500	-35.61%
<b><u>NON-OPERATING</u></b>					
78 BOND PRINCIPAL	14,100	14,325	14,325	15,360	7.23%
78 BOND INTEREST	13,489	12,988	12,988	12,336	-5.02%
93/03 BOND PRINCIPAL	126,900	128,925	128,925	129,600	0.52%
93/03 BOND INTEREST	14,869	11,430	11,430	7,798	-31.78%
AGENT FEE	0	0	0	0	0.00%
TREASURER FEE	1,825	1,677	1,677	1,991	18.72%
TRANS-GENERAL	103,400	103,400	103,400	103,400	0.00%
TO ART FOUNDATION	3,831	0	0	7,500	100.00%
TRANS-CONTINGENCY	7,833	5,000	0	10,000	100.00%
TOTAL NON-OPERATING	286,247	277,745	272,745	287,985	3.69%
<b>TOTAL ALL EXPENDITURES</b>	<b>3,883,388</b>	<b>4,557,345</b>	<b>2,541,125</b>	<b>3,043,485</b>	<b>-33.22%</b>
RECONCILING	-18,129	0	0	0	
ENDING BALANCE	3,072,389	3,400,018	3,888,884	4,229,116	24.39%

# **WATER CAPITAL IMPROVEMENT FUND**

The Water Capital Improvement Fund was established in order to separate the Frederick Plant Investment Fee from normal operating revenues. These fees are collected at the time builders apply for a building permit for a new residence or business. These fees are to be used for the extension of waterlines or other improvements to our water system driven by the increase of customers and areas serviced by Frederick. A major role of this fund in recent years has been to fund the raw water irrigation system. (This system is currently utilized for the irrigation of certain municipal parks, including the Bella Rosa Golf Course. In the future it will also be built into new residential areas.





# WATER CAPITAL IMPROVEMENT FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	846,050	1,022,751	624,793	458,044	-55.21%
PLANT INVESTMENT					
FEE	296,400	303,000	170,000	133,000	-56.11%
CONTRIBUTED CAPITAL	0	500,000	500,000	500,000	0.00%
TRANS-EVAN WATER	17,721	17,721	17,721	17,721	0.00%
INTEREST	<u>15,607</u>	<u>29,100</u>	<u>26,500</u>	<u>30,000</u>	3.09%
TOTAL	329,728	849,821	714,221	680,721	-19.90%
<b>REVENUE &amp; BEG BALANCE</b>	<b>1,175,778</b>	<b>1,872,572</b>	<b>1,339,014</b>	<b>1,138,765</b>	-39.19%
 <b><u>EXPENDITURES</u></b>					
ENGINEERING/MAPPING	17,257	25,000	48,000	20,000	-20.00%
RAW WATER SYSTEM	63,761	250,000	250,000	275,000	10.00%
DEDICATED LINES	0	500,000	500,000	500,000	0.00%
LAKE LINER					
REPAYMENT	80,618	80,470	80,470	80,470	0.00%
TRANSFER-ART	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>5,000</u>	100.00%
<b>TOTAL EXPENDITURES</b>	<b>161,636</b>	<b>857,970</b>	<b>880,970</b>	<b>880,470</b>	2.62%
RECONCILING	-389,349	0	0	0	0.00%
ENDING BALANCE	624,793	1,014,602	458,044	258,295	-74.54%

# **WATER SHARE FUND**

The Water Share Fund is another fund that was established in order to separate revenues collected from the issuance of building permits from normal operating revenues and expenditures. Each building in Frederick that has a water tap is required to have 1.2 shares of water attached to it. When builders do not have shares to donate to the Town, they can pay the Town an established amount so that the Town has the ability to purchase water for that lot. Thus, these revenues are to be used solely for the acquisition of water shares.



## WATER SHARE FUND

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
BEGINNING BALANCE	3,911,022	3,852,822	4,274,656	1,497,956	-61.12%
SHARE FEES	294,000	335,000	319,200	285,600	-14.75%
CONTRIBUTED SHARES	0	1,000,000	1,000,000	1,000,000	0.00%
INTEREST	114,634	60,000	204,100	60,000	0.00%
CAPITAL LEASE	0	0	0	0	0.00%
TOTAL REVENUES	408,634	1,395,000	1,523,300	1,345,600	-3.54%
<b>REVENUE &amp; BEG BALANCE</b>	<b>4,319,656</b>	<b>5,247,822</b>	<b>5,797,956</b>	<b>2,843,556</b>	<b>-45.81%</b>
<b><u>EXPENDITURES</u></b>					
SHARES PURCHASED	0	3,000,000	3,300,000	400,000	-86.67%
CONTRIBUTED SHARES	0	1,000,000	1,000,000	1,000,000	0.00%
OTHER	45,000	0	0	0	0.00%
<b>EXPENDITURES</b>	<b>45,000</b>	<b>4,000,000</b>	<b>4,300,000</b>	<b>1,400,000</b>	<b>-65.00%</b>
RECONCILING	0	0	0	0	
ENDING BALANCE	4,274,656	1,247,822	1,497,956	1,443,556	15.69%

# DRAINAGE FUND

An impact fee is collected at the time of permit application to help fund drainage improvements for the Town of Frederick. The Town has begun a study for the creation of a drainage utility that would more fully fund the needed drainage system improvements. This utility would provide a more equitable funding mechanism that would supply the required funding for necessary improvements to the benefit of the entire Town.



## DRAINAGE FUND

	2005 <u>ACTUALS</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ DECREASE
BEGINNING BALANCE	124,386	229,386	219,456	89,301	-61.07%
DRAINAGE FEES	146,143	151,500	120,500	70,000	-53.80%
INTEREST	<u>5,330</u>	<u>7,250</u>	<u>12,545</u>	<u>12,500</u>	72.41%
TOTAL REVENUE	151,473	158,750	133,045	82,500	-48.03%
<b>REVENUE &amp; BEG BALANCE</b>	<b>275,859</b>	<b>388,136</b>	<b>352,501</b>	<b>171,801</b>	-55.74%
<b><u>EXPENDITURES</u></b>					
PROFESSIONAL SERVICE	10,237	35,000	38,000	0	-100.00%
CAPITAL IMPROVEMENTS	40,900	190,000	220,000	150,000	-21.05%
REPAIR/MAINTENANCE	5,608	4,000	3,000	3,000	-25.00%
TO ART FOUNDATION	<u>0</u>	<u>1,700</u>	<u>2,200</u>	<u>2,000</u>	17.65%
<b>EXPENDITURES</b>	<b>56,745</b>	<b>230,700</b>	<b>263,200</b>	<b>155,000</b>	-32.81%
RECONCILING	342	0	0	0	
ENDING BALANCE	219,456	157,436	89,301	16,801	-89.33%

# EVANSTON WATER FUND

The Town of Frederick has approximately 100 water customers in the area of unincorporated Weld County known as Evanston. The revenues collected from these customers are separated from those received from Frederick customers because of a different rate structure. Evanston customers do not pay property tax to the Town of Frederick so a higher rate is needed to cover the cost of the water system.



## EVANSTON WATER FUND (REVENUES)

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	72,262	91,881	90,638	119,034	29.55%
<b><u>OPERATING REVENUES</u></b>					
WATER	71,665	72,000	73,460	75,250	4.51%
CONNECTION FEE	60	100	160	150	50.00%
MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
TOTAL OPERATING	71,725	72,100	73,620	75,400	4.58%
<b><u>NON-OPERATING</u></b>					
INTEREST	2,400	2,400	4,400	4,700	95.83%
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
TOTAL NON-OPERATING	2,400	2,400	4,400	4,700	95.83%
TOTAL REVENUES	74,125	74,500	78,020	80,100	7.52%
<b>REVENUE &amp; BEG BALANCE</b>	<b>146,387</b>	<b>166,381</b>	<b>168,658</b>	<b>199,134</b>	19.69%

## EVANSTON WATER FUND (EXPENDITURES)

### OPERATING

BAD DEBT	0	0	50	0	0.00%
SUPPLIES	77	100	100	100	0.00%
CAPITAL OUTLAY	0	0	0	0	0.00%
ASSESSMENT-CBT	2,352	2,350	2,551	2,600	10.64%
WATER CHARGES	14,872	15,000	14,500	14,850	-1.00%
REPAIR & MAINTENANCE	49	1,000	200	500	-50.00%
METER LINE	64	100	0	0	-100.00%
TOTAL OPERATING	17,414	18,550	17,401	18,050	-2.70%

### NON-OPERATING

78 BOND PRINCIPAL	900	675	675	640	-5.19%
78 BOND INTEREST	861	612	612	514	-16.01%
93/03 BOND PRINCIPAL	8,100	6,075	6,075	5,400	-11.11%
93/03 BOND INTEREST	948	540	540	325	-39.81%
AGENT FEES	0	0	0	0	0.00%
TO WCI - WATERLINE	17,721	17,721	17,721	17,721	0.00%
TRANSFER-GENERAL	6,600	6,600	6,600	6,600	0.00%
TRANSFER-CONTINGENCY	500	0	0	0	0.00%
TOTAL NON-OPERATING	35,630	32,223	32,223	31,200	-3.17%

### **TOTAL**

<b>EXPENDITURES</b>	<b>53,044</b>	<b>50,773</b>	<b>49,624</b>	<b>49,250</b>	<b>-3.00%</b>
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RECONCILING	-2,705	0	0	0	
ENDING BALANCE	90,638	115,608	119,034	149,884	29.65%



# FREDERICK ELECTRIC FUND

Frederick's electric system is owned by the Town. A contract exists between the Town and United Power to take care of the electric system. A monthly statement is generated which details the revenues, power purchased, and operating and maintenance fees for the month.



# FREDERICK ELECTRIC FUND

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
BEGINNING BALANCE	1,780,391	2,520,374	2,350,514	3,162,599	25.48%
<b><u>OPERATING</u></b>					
ELECTRIC SALES	4,657,636	4,850,000	5,000,000	5,225,000	7.73%
OTHER	0	0	0	0	0.00%
TOTAL OPERATING	4,657,636	4,850,000	5,000,000	5,225,000	7.73%
<b><u>NON-OPERATING</u></b>					
CUSTOMER SERVICE	3,000	3,000	3,000	3,000	0.00%
INTEREST	57,005	66,000	134,700	140,000	112.12%
OTHER	0	0	0	0	0.00%
TOTAL NON-OPERATING	60,005	69,000	137,700	143,000	107.25%
TOTAL ALL REVENUE	4,717,641	4,919,000	5,137,700	5,368,000	9.13%
<b>REVENUE &amp; BEG BALANCE</b>	<b>6,498,032</b>	<b>7,439,374</b>	<b>7,488,214</b>	<b>8,530,599</b>	<b>14.67%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>OPERATING</u></b>					
CAPITAL OUTLAY	127,075	200,000	200,000	200,000	0.00%
DUES	2,511	2,800	2,410	4,000	42.86%
LEGAL	0	0	0	10,000	100.00%
POWER	2,716,888	2,830,000	2,819,600	2,960,500	4.61%
OPERATING & MAINT	1,136,031	1,185,000	1,208,900	1,269,350	7.12%
OTHER	0	0	0	0	0.00%
TOTAL OPERATING	3,982,505	4,217,800	4,230,910	4,443,850	5.36%
<b><u>NON-OPERATING</u></b>					
TRANSFER-GENERAL	94,705	94,705	94,705	156,750	65.51%
TRANS-CONTINGENCY	0	0	0	10,000	100.00%
<b>TOTAL ALL EXPENDITURES</b>	<b>4,077,210</b>	<b>4,312,505</b>	<b>4,325,615</b>	<b>4,610,600</b>	<b>6.91%</b>
RECONCILING	-70,308	0	0	0	
ENDING BALANCE	2,350,514	3,126,869	3,162,599	3,919,999	25.36%

# EVANSTON ELECTRIC FUND

The unincorporated area of Weld County known as Evanston has received electric service from the Town of Frederick for several years. It has been set up as a separate fund because of reporting requirements to the Public Utilities Commission.



## EVANSTON ELECTRIC FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	87,576	100,489	108,526	132,335	31.69%
ELECTRIC SALES	84,362	82,000	82,000	88,000	7.32%
INTEREST	<u>2,787</u>	<u>3,000</u>	<u>5,960</u>	<u>6,500</u>	116.67%
TOTAL REVENUES	87,149	85,000	87,960	94,500	11.18%
<b>REVENUE &amp; BEG BALANCE</b>	<b>174,725</b>	<b>185,489</b>	<b>196,486</b>	<b>226,835</b>	22.29%
<b><u>EXPENDITURES</u></b>					
ADMIN & GENERAL	108	115	106	120	4.35%
DUES	116	120	0	0	-100.00%
POWER	44,816	46,000	44,000	44,250	-3.80%
OPERATING & MAINT	13,695	14,400	14,000	14,100	-2.08%
TRANSFER-GENERAL	<u>6,045</u>	<u>6,045</u>	<u>6,045</u>	<u>3,250</u>	-46.24%
<b>EXPENDITURES</b>	<b>64,780</b>	<b>66,680</b>	<b>64,151</b>	<b>61,720</b>	-7.44%
RECONCILING	-1,419	0	0	0	
ENDING BALANCE	108,526	118,809	132,335	165,115	38.98%

# **ELECTRIC CAPITAL IMPROVEMENT FUND**

Revenues for this fund consist of an impact fee in the amount of \$250 which is collected at the time of permit application for new construction. Developers must also pay \$650.00 per lot for new developments within the system. These impact fees are used for expansion and improvement of the electric system.



## ELECTRIC CAPITAL IMPROVEMENT FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	850,358	1,067,378	1,047,413	782,163	-26.72%
CAPITAL IMPROVEMENT	229,750	252,500	440,850	200,000	-20.79%
DEDICATED LINES	0	500,000	500,000	500,000	0.00%
INTEREST	<u>28,130</u>	<u>31,000</u>	<u>62,400</u>	<u>60,000</u>	93.55%
TOTAL REVENUES	257,880	783,500	1,003,250	760,000	-3.00%
<b>REVENUE &amp; BEG BALANCE</b>	<b>1,108,238</b>	<b>1,850,878</b>	<b>2,050,663</b>	<b>1,542,163</b>	-16.68%
<b><u>EXPENDITURES</u></b>					
SYSTEM PLANNING	0	5,000	5,000	5,000	0.00%
ENGINEERING	0	0	6,000	40,000	100.00%
AGREEMENTS	60,379	10,000	0	10,000	0.00%
CAPITAL OUTLAY	0	750,000	750,000	750,000	0.00%
DEDICATED LINES	0	500,000	500,000	0	-100.00%
TRANSFER TO ART	<u>0</u>	<u>8,500</u>	<u>7,500</u>	<u>7,500</u>	-11.76%
<b>EXPENDITURES</b>	<b>60,379</b>	<b>1,273,500</b>	<b>1,268,500</b>	<b>812,500</b>	-36.20%
RECONCILING	-446	0	0	0	
ENDING BALANCE	1,047,413	577,378	782,163	729,663	26.38%

# PARK IMPROVEMENT FUND

For several years the Town has collected \$1,000 per building permit for new construction in the Town of Frederick. This impact fee is used solely for the purchase of park land and development of park areas.



## PARK IMPROVEMENT FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	1,248,701	1,455,501	1,338,906	1,485,736	2.08%
PARK IMPROVEMENT	294,000	305,000	190,000	210,000	-31.15%
CASH IN LIEU	0	0	0	0	0.00%
GRANT	0	50,000	200,000	0	-100.00%
INTEREST	<u>37,633</u>	<u>42,200</u>	<u>56,800</u>	<u>66,500</u>	57.58%
TOTAL REVENUES	331,633	397,200	446,800	276,500	-30.39%
<b>REVENUE &amp; BEG BALANCE</b>	<b>1,580,334</b>	<b>1,852,701</b>	<b>1,785,706</b>	<b>1,762,236</b>	-4.88%
<b><u>EXPENDITURES</u></b>					
REIMBURSEMENT	0	500,000	0	700,000	40.00%
PARK IMPROVEMENTS	338,520	297,000	297,000	350,000	17.85%
TRANSFER TO ART	<u>2,776</u>	<u>2,970</u>	<u>2,970</u>	<u>3,500</u>	17.85%
<b>EXPENDITURES</b>	<b>341,296</b>	<b>799,970</b>	<b>299,970</b>	<b>1,053,500</b>	31.69%
RECONCILING	99,868	0	0	0	0.00%
ENDING BALANCE	1,338,906	1,052,731	1,485,736	708,736	-32.68%



# OPEN SPACE FUND

The Open Space Fund was created for the purchase, development and maintenance of open space. Open Space fees in the amount of \$500 per unit are collected at the time of permit application for new construction. In addition to this funding source, the Town of Frederick established a voter approved .5 cent per dollar open space sales and use tax which became effective January 1, 2000. Each year \$100,000 is set aside for the purchase of open space.



## OPEN SPACE FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ DECREASE
BEGINNING BALANCE	711,240	1,227,668	1,237,164	1,603,964	30.65%
OPEN SPACE FEE	147,000	156,000	95,000	105,000	-32.69%
GRANTS/DONATIONS	14,805	324,000	141,500	235,000	-27.47%
INTEREST	27,683	21,750	64,300	62,000	185.06%
SALES TAX - STATE	140,483	155,000	168,000	182,000	17.42%
SALES TAX - BUILDING	193,871	201,000	240,000	212,500	5.72%
SALES TAX-MOTOR VEH	<u>101,358</u>	<u>105,000</u>	<u>120,000</u>	<u>131,500</u>	25.24%
TOTAL REVENUES	625,200	962,750	828,800	928,000	-3.61%
<b>REVENUE &amp; BEG BALANCE</b>	<b>1,336,440</b>	<b>2,190,418</b>	<b>2,065,964</b>	<b>2,531,964</b>	15.59%
<b><u>EXPENDITURES</u></b>					
LAND	0	300,000	0	400,000	33.33%
DEVELOPMENT	86,505	400,000	400,000	200,000	-50.00%
ACQUISITION COSTS	0	0	3,000	0	0.00%
MAINTENANCE/EQPT	29,818	59,365	55,000	89,200	50.26%
PROFESSIONAL FEES	0	0	0	20,000	100.00%
ART FOUNDATION	<u>383</u>	<u>4,000</u>	<u>4,000</u>	<u>2,000</u>	-50.00%
<b>EXPENDITURES</b>	<b>116,706</b>	<b>763,365</b>	<b>462,000</b>	<b>711,200</b>	-6.83%
RECONCILING	17,430	0	0	0	
ENDING BALANCE	1,237,164	1,427,053	1,603,964	1,820,764	27.59%

# OIL ROYALTY TRUST FUND

The Town of Frederick receives royalties from oil and gas production that takes place within the Town limits. The money received has been set up in a trust fund. These funds cannot be used for the operating expenses of the Town. However, the Town can spend the interest earned by the royalty money for specified purposes. Ordinance No. 730 explains the procedure for accessing these funds and the qualifying criteria needed. A scholarship program has been set up in which two students per year are selected to receive \$1,000 scholarships to the college of their choice. Upon meeting certain standards, they will continue to receive \$1,000 per year for up to four years. \$8,000 has been budgeted in 2007 for that purpose.



## OIL ROYALTY TRUST FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	449,801	583,617	588,075	731,575	25.35%
OIL ROYALTIES	126,993	120,000	110,000	120,000	0.00%
INTEREST	14,494	15,750	31,000	33,000	109.52%
SEVERENCE TAX	<u>9,916</u>	<u>3,000</u>	<u>9,000</u>	<u>9,000</u>	200.00%
TOTAL REVENUES	151,403	138,750	150,000	162,000	16.76%
<b>REVENUE &amp; BEG BALANCE</b>	<b>601,204</b>	<b>722,367</b>	<b>738,075</b>	<b>893,575</b>	23.70%
<b><u>EXPENDITURES</u></b>					
DONATIONS	0	0	0	0	0.00%
SCHOLARSHIPS	<u>8,000</u>	<u>8,000</u>	<u>6,500</u>	<u>8,000</u>	0.00%
<b>EXPENDITURES</b>	<b>8,000</b>	<b>8,000</b>	<b>6,500</b>	<b>8,000</b>	0.00%
RECONCILING	-5,129	0	0	0	0.00%
ENDING BALANCE	588,075	714,367	731,575	885,575	23.97%

# CONTINGENCY FUND

While the year end fund balance within each fund acts as a contingency for the various operational needs of the Town, the Contingency Fund was set up as a way to separate the Emergency Reserve required by Tabor. One percent of the construction costs of capital improvement projects are required to be set aside each year. The restrictions on using these funds are still being studied by the State of Colorado and access to these resources for use by municipalities is nearly impossible. For this reason, it is important that the Town not keep more than the required amount in this fund, since overages will not be readily available in the event of a true operational need.



## CONTINGENCY FUND

	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ESTIMATE</u>	2007 <u>BUDGET</u>	INCREASE/ <u>DECREASE</u>
BEGINNING BALANCE	214,058	240,825	241,004	252,004	4.64%
INTEREST	6,530	7,200	11,000	12,500	73.61%
TRANSFER-GENERAL	10,416	0	0	0	0.00%
TRANS-ST & ALLEY	1,667	0	0	5,000	0.00%
TRANSFER-WATER	8,333	0	0	10,000	0.00%
TRANSFER-ELECTRIC	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	100.00%
TOTAL REVENUES	26,946	7,200	11,000	37,500	420.83%
<b>REVENUE &amp; BEG BALANCE</b>	<b>241,004</b>	<b>248,025</b>	<b>252,004</b>	<b>289,504</b>	16.72%
<b><u>EXPENDITURES</u></b>					
EMERGENCY	0	0	0	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.00%
ENDING BALANCE	241,004	248,025	252,004	289,504	16.72%

# PUBLIC WORKS FUND

The Public Works Fund was created as a way of setting aside money for capital projects that are needed because of growth. Capital Improvement fees in the amount of \$1,500 are collected upon the application for new construction. The Town also separately monitors the Art Foundation and Cultural Arts monies that are included within this fund. This fund can be used for the acquisition of property and equipment, construction of streets, construction of drainage facilities, and planning and engineering studies.



# PUBLIC WORKS FUND

	2005 ACTUAL	2006 BUDGET	2006 ESTIMATE	2007 BUDGET	INCREASE/ DECREASE
BEGINNING BALANCE	1,249,442	809,169	863,788	522,671	-35.41%
CAPITAL IMP FEES	441,000	464,500	285,500	315,000	-32.19%
INTEREST	28,068	26,100	36,500	20,000	-23.37%
DONATIONS	2,053	2,000	2,000	2,000	0.00%
GRANT	0	0	47,100	0	0.00%
ART FOUNDATION	16,325	20,000	20,000	0	-100.00%
INSURANCE PROCEEDS	24,970	0	0	0	0.00%
LEASE PROCEEDS	154,557	0	0	0	0.00%
TOTAL REVENUES	666,973	512,600	391,100	337,000	-34.26%
<b>REVENUE &amp; BEG BALANCE</b>	<b>1,916,415</b>	<b>1,321,769</b>	<b>1,254,888</b>	<b>859,671</b>	<b>-34.96%</b>
<b><u>EXPENDITURES</u></b>					
ENGINEERING	26,847	10,000	50,000	10,000	0.00%
LAND USE CODE	1,367	0	150	0	0.00%
COMP PLAN UPDATE	113,753	0	1,500	0	0.00%
ART PURCHASES	21,667	0	21,667	85,000	100.00%
ART FOUNDATION	1,376	10,000	4,000	5,000	-50.00%
OLD TOWN HALL	492	0	0	0	0.00%
HISTORIC FARM	26,348	0	0	0	0.00%
COMMUNITY DVLPT	11,395	200,000	0	50,000	-75.00%
PROPERTY	325,827	0	0	0	0.00%
BUILDING IMP	0	75,000	106,000	50,000	-33.33%
BRIDGE	2,185	0	0	0	0.00%
PAVING	0	50,000	6,200	0	-100.00%
GOLF COURSE	470,351	150,000	400,000	400,000	166.67%
MAINTENANCE BLDG	0	20,000	3,000	20,000	0.00%
LARGE EQUIPMENT	0	77,350	105,000	0	-100.00%
EQPT/LEASE PURCHASE	54,273	34,700	34,700	34,700	0.00%
MISCELLANEOUS	53	0	0	0	0.00%
<b>EXPENDITURES</b>	<b>1,055,934</b>	<b>627,050</b>	<b>732,217</b>	<b>654,700</b>	<b>4.41%</b>
RECONCILING	3,307	0	0	0	
ENDING BALANCE	863,788	694,719	522,671	204,971	-70.50%



# UNFUNDED DEPARTMENT REQUESTS

There were several requests submitted by the Departments that were not recommended for adoption by the administration. When all of the requests were incorporated into the budget, we saw that we would have to use one-time money for on-going expenses if we were to include all of them. This would have required us to substantially erode away our fund balance, which is not a sound budgeting practice. One of the requests—the creation of a municipal drainage utility—was proposed as a net gain in revenue to the Town, but staff was not able to collect enough data on customers and rates on this particular proposal to include it in this budget. There are several other worthy proposals included in this section that could not be incorporated into the budget due to funding constraints.



# UNFUNDED DEPARTMENT REQUESTS

## Engineering

Create Storm Drainage Utility. This initiative is recommended by the Engineering Department; however, Town staff is currently working on gathering more empirical data to support this initiative to be considered as a funded initiative in the future. Currently the Tri-Area Sanitation District collects fees and is responsible for storm drainage operations within their district boundaries. The Town is responsible for all other areas within the town limits but no monthly rates are collected and a minimal impact fee is assessed for new development. There is no clear definition of who is responsible for maintenance of certain drainage improvements. It is recommended, by the Engineering Department, that it would be more efficient for the Town to take over the drainage responsibilities for the entire town limits, and charge a standard fee throughout. We would also consider providing drainage services to Evanston since the Town has already annexed some portions of Evanston and our drainage improvements are impacted by adjacent and downstream improvements in Evanston.

The Town would control the revenue generated within Town limits and the level of service would be more consistent in all areas. All citizens would pay a similar fee for similar service. By creating a utility, all costs associated with the provision of drainage services will be funded through rates and fees specifically collected for that purpose. In the implementation of a storm drainage utility system, staff recommends adding one Storm Drainage Engineer to the Engineering Department to manage the workload and demands of the drainage system. Funding includes salary and benefits for the Storm Drainage Engineer for six months of 2007 which is \$36,250

## Planning

ARC-IMS Mapping Software (\$12,000 one-time cost and \$2,000 on-going maintenance cost – General Fund). The Purchase of and use of ARC-IMS will reduce the amount of direct contacts Planning staff has with customers searching for various pieces of information that will be able to be posted on the Town's internet site. It will also allow Planning to provide information in the newly designed building permit software and better track business licenses. It can also provide additional functionality to those within Town Hall.

All GIS software requires updates and maintenance costs which are included in this request. Currently staff is taking the extra time to answer these questions by phone calls or customers who come to Town Hall for the information.

## **Police**

One Additional Full-Time Officer (~\$55,725, on-going- General Fund).

Funding for this initiative is for ten months of salary, benefits, and yearly uniforms for one police officer. Currently the Police Department has experienced a 38% increase in calls for service, a 33% increase in reports generated, and 15% increase in population. It is recommended that one additional officer be added to the force to supplement the current workloads.

K-9 Unit (\$11,190 one-time cost and \$1,500 on-going maintenance cost – General Fund). The benefits to having a K-9 unit will help assist officers with apprehending suspects, give the Police Department another force option during high risk situations (as opposed to an officer), and less reliance of the aid of other agencies for K-9 services. Funding includes the equipment necessary to equip a current patrol vehicle for a K-9 unit, the K-9 training, the K-9, and the on-going maintenance costs for the K-9.

Mobile Terminal for Code Enforcement Truck (\$5,000, one-time cost – Small Equipment General Fund). The implementation of a computer terminal for the code enforcement truck will decrease radio traffic generated by code enforcement activities. When the Department implemented daily activity reporting through dispatch, it dramatically increased the radio traffic. If the Code Enforcement vehicle is equipped with a mobile terminal, it can be used to decrease the radio traffic and update locations and activity. Furthermore, this will free up valuable radio time thus increasing officer safety for all agencies on our frequencies.

## **Public Works**

Landscaping grader (\$180,000, one-time cost). Though the initial cost of this item is high, the grader will be in use for many years and will eliminate the need to spend large amounts of money on contract grading every year. As the Town annexes more and more land, it will take in more miles of dirt roads every year, all of which need to be graded on a regular basis. The grader will also be used in many parks, trails, and open space projects.

Owning a grader will also allow the Town's Public Works Department to respond to grading needs on a much faster basis, time-wise, than when the Town is forced to rely on the ability of contract grading companies to perform projects for the Town.